

Checklist for Faculty Search Committees

For each item below, please check “yes” or “no” to indicate whether the search committee has taken the relevant action. Related details and/or explanations should be included in the search committee report.

	Yes	No
Have the search committee members participated in training about search processes in the past year, for example, training in recognizing and mitigating implicit bias?		
Did the search committee include members from underrepresented groups?		
Did the search committee actively engage in a discussion of the desired composition of the applicant pool, for example, that the applicant pool include at least 25% underrepresented minorities?		
Did the search committee develop a search plan for broadening and diversifying the applicant pool?		
Did the search committee enhance the pool of applicants by actively recruiting to encourage applications from excellent and diverse candidates?		
Did the search committee establish and document evaluation criteria prior to the evaluation of the applicants?		
Did the search committee prepare for interviews of semi-finalists and finalists by discussing appropriate interview questions? This should include a discussion of illegal interview questions, as well as a determination of appropriate behavioral questions to evaluate search criteria. Specific guidance can be found in Recruiting an Excellent and Diverse Faculty: Resources for Faculty Search Committees .		
To ensure that applications are fully considered, did search committee members spend at least 20 minutes reviewing each semi-finalist and each finalist application?		
To ensure that all opinions were heard and considered, was each search committee member required to present and discuss their assessments of the applicants during search committee meetings?		
Did the search committee utilize the Faculty Candidate Evaluation Sheet to assess and rate candidates on agreed-upon criteria, both at the semi-finalist and finalist stages? A template evaluation sheet is provided below and in Recruiting an Excellent and Diverse Faculty: Resources for Faculty Search Committees .		
Did the group of finalists include at least one individual from an underrepresented group?		

Signatures:

Search Committee Chair (date)

Search Committee Member (date)

Search Committee Member (date)

Search Committee Member (date)

Search Committee Member (date)

Search Committee Member (date)

University of Pittsburgh
Office of the Provost

Sample Faculty Candidate Evaluation Sheet

The following template offers a method for providing evaluations of job candidates for faculty positions. It is meant to be a template that faculty search committees can modify as necessary for their own uses. The proposed questions are designed for junior faculty candidates; however, alternate language is suggested in parenthesis for senior faculty candidates.

Candidate's Name: _____

Please indicate which of the following are true for you (check all that apply):

- | | |
|---|--|
| <input type="checkbox"/> Read candidate's CV | <input type="checkbox"/> Met with candidate |
| <input type="checkbox"/> Read candidate's scholarship | <input type="checkbox"/> Attended lunch or dinner with candidate |
| <input type="checkbox"/> Read candidate's letters of recommendation | <input type="checkbox"/> Attended candidate's job talk |
| <input type="checkbox"/> Other; please explain: | |

Please comment on the candidate's scholarship as reflected in the job talk:

Please comment on the candidate's teaching ability as reflected in the job talk:

Please rate the candidate on each of the following criteria:	Excellent	Good	Neutral	Fair	Poor	Unable to judge
Potential for (evidence of) scholarly impact						
Potential for (evidence of) research productivity						
Potential for (evidence of) research funding						
Potential for (evidence of) collaboration						
Potential for (evidence of) effective classroom teaching						
Potential for (evidence of) alignment with department's priorities						
Ability to make positive contribution to department's climate						
Potential (demonstrated ability) to be a conscientious university community member						
Potential (demonstrated ability) to teach and supervise diverse undergraduates*						
Potential (demonstrated ability) to attract and supervise diverse graduate students*						
Potential (demonstrated ability) to mentor diverse students*						

* Diversity is an institutional priority and featured in the *Plan for Pitt* as one of six institutional goals. Appropriate and legal questions to ask about diversity could include items such as:

- Please describe how you have worked (would work) to create a campus environment that is welcoming, inclusive, and diverse.
- Describe how as a faculty member you (would) function and communicate effectively and respectfully within the context of varying beliefs, behaviors, and backgrounds.
- What opportunities have you had to work and collaborate in diverse, multicultural and inclusive settings?

Other comments?

Source: Template adapted from a similar document from the University of Michigan