

Overview of Faculty Search Procedures

University of Iowa College of Education

Pre-Search

- The program faculty and DEO request a search to fill a faculty line and recommend Search Committee (SC) members from the faculty and staff to the Dean.
- The Dean approves the search and funding.
- The Dean decides the membership of the SC, taking into consideration the program/DEO recommendations.
- The SC Chair, DEO, and Dean's Office develop a position description using collegiate templates.
- Advertising resources are identified.

Approval and Advertising

- Approval is obtained from the Provost's Office and the Office of Institutional Equity (OIE).
- Advertising may begin. The Dean's Office places web ads (*Inside Higher Ed*; *Higher Ed Jobs*; *Diverse Jobs*; *Chronicle of Higher Ed*) and notifies faculty and staff. Departments place and pay for additional ads and other means of advertisement (listservs, social media, etc.).

Search Committee

- SC members meet with Faculty Affairs Manager to review procedures and get training in equitable practices in hiring, notably through the [Path to Distinction](#) training. The need for confidentiality about the search and selection process and committee proceedings is reviewed.
- SC meets to develop evaluation criteria aligned with advertised qualifications and tactics to mitigate bias.
- The SC Chair opens the applicant pool to SC members for screening. SC members all utilize the same evaluation tool and criteria for screening.
- Phone or Skype/Zoom meetings may be used as a screening tool to help the SC determine or clarify whether applicants meet listed qualifications (e.g., by asking someone to expand on something listed on their CV or application). These screening calls are not interviews and do not require preapproval.
- The SC recommends a short list of candidates they would like to interview to DEO and Dean via a letter including information about the overall applicant pool, the background on the candidates recommended for interview, a summary of reasons why and why not candidates were selected, and additional justification as needed or required.
- The Dean instructs DEO and SC to obtain official approval for interviews from the Office of Institutional Equity.

Official Approval for Interviews is Obtained

On-Campus Interviews

- The SC Chair (with staff assistance) develops an interview itinerary. Customary on-campus interview elements may include the following, depending on the nature of the position and the availability of other individuals:
 - Meetings with SC

- Individual meeting with DEO and/or Associate DEO
- Individual meeting with Dean and/or Associate Dean
- Individual meeting with HR Director
- Research presentation or job talk
- Teaching demonstration
- Meeting with students (required)
 - Strongly recommended: an open meeting to which all program/department students are invited without faculty present
- Meeting with departmental faculty
- Meeting with the GRSC
- Tour of key College offices
- Confidential Community time (2 hours) - assisted by HR or Faculty Affairs Manager
- Realtor tour of Iowa City
- Meals with different interested parties
- Once the interview itinerary is finalized, the SC Chair communicates with the candidate and answers any questions.
- Presentation information is communicated to faculty, staff, and students as far as possible in advance.
- The candidate's CV is disseminated to relevant parties one day prior to the candidate's arrival (no sooner). The CV is emailed in digital form to everyone who is listed on the itinerary as a formal meeting. The CV is also made available in paper form in the departmental office and at the job talk, with a request that the paper copies be returned.
- Evaluation forms or an online evaluation survey are provided to all participants who interacted with the candidate in order to solicit feedback.

Hiring

- The SC Chair or designee verifies that all reference letters for each interviewed candidate have been submitted, and they contact references on candidates approved for interview if not done before.
- The SC deliberates through summarizing the strengths and weaknesses of each candidate with the DEO, taking into account the feedback provided on the evaluation forms/surveys. The DEO then discusses the candidate profiles with the Dean.
- The Dean completes the candidate vetting and hiring process and makes the final decision.
- After Office of Institutional Equity approval is received, an employment offer may be extended to the candidate by the Dean. The Dean's Office sends the approved offer letter to the candidate.
- After an offer is accepted and a signed letter is returned, the HR Director initiates background checks and notifies the department when they have cleared.
- Once a "yes" is confirmed, all applicants are notified before the search is closed.