SEARCHING WITH EQUITY IN MIND
Centering DEI in Search Efforts

Every part of the College of Education’s efforts are centered around diversity, equity, and inclusion. Searches are no different.

In fact, we cannot meet our DEI goals and our commitment to anti-racism without centering DEI in our searches.

More diverse faculty & staff =

+ More diverse students
+ Stronger student outcomes
+ More innovation
But, first, a word about committees

Diverse groups bring about more diverse ideas...

But that doesn’t mean we should only ask our faculty and staff of color to serve on search committees.

Consider multiple kinds of diversity.

Remember everyone can take on an equity lens in the search process.

Your search advocate (required in our searches) can help immensely.
THE SEARCH PROCESS

BEFORE THE SEARCH

THE JOB AD

THE POOL

THE REVIEW

THE INTERVIEW
The most diverse candidate pools are the result of thoughtful, planful work far ahead of the job opening and are ACTIVE rather than PASSIVE recruitment strategies.

➔ **Passive**
  - Putting the ad out there and hoping that will net a diverse pool

➔ **Active**
  - Cultivating networks, relationships, and going to prospective candidates in advance of the search
Networking at conferences
+ SREB connections
+ Post-doc positions
+ MSI bridges

Tip
Visit [Institutional Diversity’s website](#) for many more great tips, links, and resources.
Make DEI a Required Qualification

Go beyond the required EOA statement and discuss how “demonstrated experience” is needed in areas such as:

+ Teaching for equity
+ Research based on social justice principles
+ Anti-racist pedagogies
+ DEI service and outreach

Tip

There are some great examples of wording for ads in recent hires in the College. Make sure to ask!
The DEI Statement

In addition to the cover letter, CV/résumé, and reference information, require a DEI statement.

Tip

If it’s required then it should be considered in the rating criteria.
Discuss with your committee how you will evaluate these statements.
Advertising the position is more than a newspaper ad

Active recruitment includes reaching out to other institutions like MSIs, the Holmes program, and using social media.

Tip

Our data tell us that most applicants of color don’t learn about our positions from newspaper ads. Google searches and word-of-mouth are the best ways to reach folks.
The Job Ad

Language sends signals to applicants. How do we send messages to prospective applicants about our culture in the College? What keywords do we use?

➔ Talk about our College’s values
➔ Link to our Anti-Racist Commitments
➔ Refer candidates to DEI resources at OSU
➔ Be broad in field/discipline requirements
➔ Watch for coded language - tools to help you
The Pool

Review your pool regularly, keeping an eye on data like:

- veteran status
- self-reported disabilities
- gender
- race (HR & EOA will provide you with national data)

→ Get the OK
The hiring manager will have to approve the pool to ensure diversity before moving forward
What is a diverse pool?

It depends on the position, rank, and scope of the role. Men tend to be underrepresented in many elementary teacher education ranks, faculty of color are underrepresented in almost all fields, and we should always be on the lookout for other intersectional identities.

Tip

Remember that you must always interview veterans if they meet minimum qualifications - it's Oregon law!

Learn more here.
To be the most equitable in your search, consider establishing your screening matrix as you write the job description. This way, you can think about how important particular aspects of the role are to the committee.

- If you use a numerical rating system, discuss *in advance* what a 1 or 2 means versus a 3 or a 5 - how does one distinguish?
- Every committee member should rate each applicant - don’t split them up as this does not allow for interrater reliability.
- Don’t consider materials outside of those requested in the job ad. Google searches, social media searches, etc. are not allowed.
Keep it in the ADW

The Applicant Dispositions Notebook (ADW) must be maintained throughout the search, including all notes and rankings.

Provided by HR before the search begins, the completed ADW must be reviewed and approved by HR before any interviews can commence.

Reminder

All search notes - especially those in the ADW - need to be maintained by the College for three years.
When evaluating qualifications for an applicant is complete, the committee selects the qualification category that most closely matches the applicant’s overall qualifications. Four possible categories are:

1) Doesn’t meet all minimum qualifications
2) Meets all minimum qualifications
3) Meets all minimum qualifications and some preferred qualifications
4) Meets all minimum qualifications and most preferred qualifications.
One more check

Once the committee has reviewed and evaluated all candidates, another check of the resulting pool is needed to verify if a particular demographic group has been selected out of the pool and why this may be.

Tip

Make sure to let those who weren't selected for the first screening know ASAP about their status via email.
**Required Qualifications**

Candidates must demonstrate meeting EVERY required qualification in the PD to advance in the search.

Address your questions and required application documents to speak to these.

**Preferred Qualifications**

Preferred qualifications are “the gravy” on the required qualifications. You cannot prioritize these but rather can consider them only once all RQs are met.
The Interviews

→ Most committees will select a “long list” of candidates for phone interviews or Zoom interviews. Consider the pros/cons of seeing your candidates at this juncture.

→ Construct your questions as a committee and use them to glean additional information you need from candidates.

→ All candidates should be asked the same questions.

→ If you record the interviews, ask permission first.
  ♦ Remember, recordings are subject to same information retention policies as written documents.

Tip

Your long list should include Slide 14’s Groups 3-4 and perhaps even 2!

See great tips here for interviews!
Keep in mind what questions you CAN’T ask

age  race  marital status/kids  health  pay history  religion  nationality

Tip
See HR’s website for some great sample interview questions on different topics
Reference Checking

➔ Request contact information for references rather than letters

➔ Decide when is best - before final interviews or after? How will you use the information? What do you want to learn?

➔ Use a reference checklist to ask the same questions of all candidates’ references
Next Steps

**Committee Meets Again**
Review all data collected from interviews, references

**Offer by Hiring Manager**
The hiring manager will be the one to contact the chosen candidate and provide offer details (not the committee)

**Strengths/Weaknesses**
Provide the hiring manager with a narrative list of each finalist’s strengths and weaknesses - don’t rank them

**All Materials**
Make sure all notes and materials are maintained for at least 3 years
Finally, remember that your Search Advocate is a tremendous resource through the whole process.

Tip
Find your required search advocate here and learn more about this amazing OSU program.
THANK YOU FOR YOUR SERVICE.