



FACULTY / OAA SEARCH & SCREENING PLAN

INSTRUCTIONS AND REMINDERS

- Please complete the fields below in full.
 - Please submit a copy of this Faculty / OAA Search & Screening Plan along with the appointment recommendation to the Office of the Provost (if applicable)
 - *Remember, a search and screening plan not only helps ensure compliance and shortens the review times in the deans' and Provost's office, but also provides a mechanism for the search committee to plan each person's role in reaching out nationally to attract a diverse pool of candidates.*
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Unit or Department:

Position Title:

Position Rank (e.g., Assistant Professor, Lecturer):

Proposed Start Date:

Abbreviated Process: Y/N

If so, please state the business case for why an abbreviated search is necessary.

Funding Sources:

Search Committee Chair:

Search Committee Members:

Will a search firm be engaged: Y/N

If so, please identify the search firm and primary contact, with contact information.

Job Description / Advertisement

- Please paste the text of the draft job description / advertisement below.

Advertising

- Please list the venues, publications, websites and/or social media platforms the search committee will use to advertise the position, including the anticipated publication or distribution date.
- Ensure that the mandatory AA/EEO language appears verbatim in every external advertisement: "*The University of Chicago is an Affirmative Action/Equal*

Opportunity/Disabled/Veterans Employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, age, status as an individual with a disability, protected veteran status, genetic information, or other protected classes under the law. Job seekers in need of a reasonable accommodation to complete the application process should call 773-702-1032 or email equalopportunity@uchicago.edu with their request.”

- For social media postings, which sometimes contain character limits, you may use the shortened tag line: “*EOE/Vet/Disability*”

Efforts to Search for and Reach Out to Potential Applicants

- Describe the search committee’s planned outreach efforts to identify and recruit into the applicant pool qualified women, racial and ethnic minorities, individuals with disabilities and protected veterans.
- List who on the search committee will make personal contacts with which colleagues and networks to encourage qualified people – and specifically women, racial and ethnic minorities, individuals with disabilities and protected veterans – to put themselves forward for consideration. Please keep this list up to date and keep track of the results of the committee’s efforts.

Screening Process

- *The screening criteria that the committee uses should be specific, directly related to the job description, reflect the requirements of the title, and be assessable based on the application materials. Applicants will be screened based on the job-related criteria at the commencement of the search.*
- Provide the applicant screening criteria or matrix used by the search committee to winnow down or screen the applicant pool.
- Identify person(s) responsible for initial screening of completed applications:

Selection Process

- Describe the assessment and ranking procedures and the faculty involvement in developing the short list and list of interviewees.
- Describe the full interview process and the determination process of the selected candidate.
- Identify the name and affiliation of any reviewer(s) / interviewer(s) who are not members of the search committee, excluding the Dean, Chair, or Section Head: