# Equity Guide for Faculty Search Committee Members

## When in the Process

<table>
<thead>
<tr>
<th>Focus &amp; Actions</th>
<th>Specifics</th>
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| **Prepare**                       | Position Description  
- Position description should include required qualifications and experience, but not so specific that it deters qualified applicants  
- Avoid characterizing a search as a replacement (moving forward not backwards)  
Build effective search committee  
- Include diverse content knowledge, methodological approaches  
- Include diversity of backgrounds and ranks.  
- Include those openly committed to diversity and excellence  
- Establish expectations & processes for open communication  
- Refer to [Guidelines for Contributions to EDI Statements](#)  
Committee meets to define criteria & create evaluation tool  
- Define criteria & build consensus before evaluating applications  
- Thoughtful evaluation: use a simple tool  
- [Assessment Guidance for Equity, Diversity, and Inclusion (EDI) Statements](#)  
- Remind committees to consider all information & check for biases  
- Review resources for applicants who may need reasonable accommodation  
- [Implicit Association Test](#)  
- [Reviewing Applicants: Research on Bias and Assumptions](#) (provided by WISELI)  
| Advertise & Outreach              | Advertise to generate broad pool  
- Ads include commitments to diversity & advertise widely  
- Clarify all required applicant materials (including [Equity Statement](#))  
- Advertise in publications that target female and minority scholars  
Network and outreach                | Consult networks: reach out to women & URM scholars w publications & networks  
- Use talent pool databases found in the [Recruitment Outreach Tools](#)  
- [Equity Resources to Broaden Candidate Pools](#)  
- Use inclusive, unbiased, ungendered language - [Gender Decoder](#)  
| Screen & Interview                | Thoughtfully review applicants  
- Systematic evaluation using agreed-upon criteria  
- Make a long “short list” |
### Screen & Interview

**Search Committee Meetings**
- Establish norms and processes
- Challenge biases as they arise
- Discourage sidebar conversations; bring issues to full group

**Skype interviews**
- Interview list approved before interviews begin
- All candidates must go through the same interview process
- Use consistent list of interview Questions across all candidates: [Faculty Interview Questions](#)
- Include [Equity, Diversity, and Inclusion Questions](#) across all candidates

**Host effective Campus visits**
- [Candidate Experience](#): Recommended resources and samples to help create a positive candidate experience “Roll out the Crimson Carpet”
- Candidate Recruitment: [Prospective Faculty Resources](#) – provided by [ADVANCE](#) at WSU
- Provide [Summary of Benefits Available for Faculty](#)

**To ask or not to ask**
- Review questions that cannot be asked: Department Chair sends letter clarifying this to all faculty & staff with whom candidates will be in contact
- See Pre-Employment Inquiries Guidelines: [BBPM 60.08](#)

### Perform Reference & Background Checks

**Conduct equitable checks among all candidates considered for hire**
- Background Checks: [BBPM 60.16](#)
- [Background Check Program](#): Information for hiring managers and search committees
- Candidate Evaluation: [Reference Check Form](#) | Sample document

### Hire & Onboard

**Make an offer**
- To Ensure Equity, the salary and rank of proposed position should be based on qualification and experience without regard to Color, Disability, Familial Status, National Origin, Race, Religion, Pay, or Sex.
- Partner and Spouse Accommodation: [BBPM 60.15](#)
- [Pre-Academic Year Appointments for Tenure and Tenure Track Faculty](#)

**Onboard**
- Develop a plan for bringing a new colleague into the unit, college, campus, and community