Institutional Hiring Plan TTF Search Orientation and Active Recruitment Strategies Panel Discussion
June 6, 3:00-4:30 pm (EMU Gumwood)
June 7, 9-10:30 (Knight Library Browsing Room)

AGENDA

1. Welcome and Search Orientation (3:00-3:30)
   - Welcome & objectives (Vickie)
   - Process refinements (Melanie)
     Handouts:
     - 2019-20 Active Recruitment process
     - Search plan template
     - Availability data
     - Search Advocate pilot program
     - Expected practices
     - Gender Decoder
     - Search Advocate Sample Criteria Matrix
     - Search Advocate Sample Candidate Screening Matrix
   - Q&A

2. Panel Discussion (3:30-4:00) (Vickie)
   - Panelist introductions
   - Panelists share their effective search planning and active recruitment strategies
   - Q&A

Thursday panelists:
- Sabrina Madison-Cannon, Dean, UO School of Music and Dance
- Charlene Liu, Department Head, Department of Art, UO School of Art and Design
- Paul Wallace, Department Head, Earth Sciences, College of Arts and Sciences

Friday Panelists:
3. Table discussion: Writing the Job Advertisement (4:00-4:30) (Nancy, Melanie)

- Introduction to goals: (1) Asking for and evaluating candidates statements on diversity/equity/inclusion, (2) Demonstrating institutional/unit commitment to diversity/equity/inclusion.
  
  Handouts:
  - Samples of job advertisement language
  - Samples of evaluation rubrics

- Explanation of materials and tools

- Activity: consider individually and then discuss as a group
  - What are the differences in the sample announcement language? Which do you feel make a more compelling case to applicants from underrepresented groups and why?
  - Which options for asking for candidate statements on diversity/equity/inclusion do you prefer for your search and why?
  - What do you like or dislike about the rubrics used to evaluate candidate statements? What is most relevant for your position and most likely to be well-received by your unit?
  - How can you best describe your unit and UO to make our commitment to diversity/equity/inclusion clear in the announcement?

Program Facilitators:

- Vickie DeRose, Professor, Department of Chemistry and Biochemistry, College of Arts & Sciences, Director, Center on Diversity and Community, Division of Equity & Inclusion

- Melanie Muenzer, Associate Vice President and Vice Provost for Academic Initiatives, Office of the Provost

- Nancy Nieraeth, Director of Talent Acquisition, Human Resources