

**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:

- Priscilla Ovalle, Department Head, Cinema Studies
- Andy Karduna, Associate Dean of the Graduate School, Professor, Human Physiology
- Lamia Karim, Associate Professor, Anthropology

### **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