# Introduction to the Search Plan Template

Robust Search Plans are required before TTF searches may be advertised for the 2021-22 search year. Your assigned HR recruitment consultant can help your committee find resources to draft these templates or answer questions as needed. Further, the [Active Recruitment Team (ART)](https://provost.uoregon.edu/conducting-ttf-search) will provide trainings as searches progress through the candidate evaluation and selection phases.

For technical issues with MyTrack, please contact [mytrackhelp@uoregon.edu](mailto:mytrackhelp@uoregon.edu). For questions regarding completion of the template, please contact your assigned HR contact.

# Search Plan Template

Please upload this completed template to the “Documents” tab of the MyTrack requisition for your search.

*Italic text* is instructional and is intended as a guide only; it does not require a direct response. Please directly respond to all non-italic questions/prompts.

## What are the defined search timelines?

*Provide expected dates for a-f.*

* 1. Posting:
  2. Closing:
  3. Review of candidates completed and short list developed:
  4. Proposed first interview (e.g., Zoom):
  5. Proposed first on-campus interview (if applicable):
  6. Search completion:

## Please list your search committee members.

## How did you establish a diverse and inclusive search committee?

*You are not required to address all of the criteria below. Use your judgment to define and describe how you created a diverse and inclusive committee, including potentially factoring in other criteria not addressed below.*

* 1. *How does your committee reflect demographic diversity?*
  2. *How have your committee members contributed to diversity, equity and inclusion in scholarship, teaching, advising, or service?*
  3. *Explain how your committee represents different areas within the field.*
  4. *How do search committee members’ professional networks support effective and varied outreach?*

## What is your plan for meeting the implicit bias training requirement for all committee members?

*All search committee members must complete an implicit bias training every three years prior to beginning candidate review. Please refer to the* [*Division for Equity & Inclusion website*](https://inclusion.uoregon.edu/implicitbias) *for available workshops.   
Provide answers for a and b (if applicable).*

* 1. Have all search committee members taken an implicit bias training within the last three years?
  2. If not, what are you plans to ensure this training occurs prior to beginning candidate review?

## How will you share [Expected Practices for TTF Searches](https://provost.uoregon.edu/expected-practices-ttf-searches) with all committee members?

*Suggested communication strategies are addressed below. Please address as applicable.*

* 1. *Will you disseminate this information prior to your first scheduled search committee meeting?*
  2. *How will you discuss the information at your first meeting to help ensure that clear expectations are set for all committee members during the process? Will you invite others to attend the meeting to help guide the discussion?*

## What challenges do you anticipate during the process and how will you mitigate them?

*For example, do you think your faculty will struggle to determine whether or how best to ask for and assess a candidate statement on diversity, equity, and inclusion? Do you anticipate challenges keeping to expected search practices in particular areas such as not asking inappropriate interview questions?*

## *Will search committee members and department heads/members attend UO workshops on tools that can be used during conversations by search committees and departments for the effective evaluation of candidates (more information to be provided in fall 2021)?*

## *Will you use the Gender Decoder (*<https://provost.uoregon.edu/active-recruitment-tenure-track-faculty-searches#AdditionalResources>*) to help ascertain if your advertisement uses language particularly targeted towards candidates of one gender?*

1. **Each Institutional Hiring Plan proposal was required to reference** [**field availability estimate data**](https://ir.uoregon.edu/FAE)**, provided by** [**Human Resources and Institutional Research**](https://ir.uoregon.edu/FAE)**. How will you use this data to inform your outreach to any underrepresented groups?**

*If your discipline has data on potential applicants by demographic that is more comprehensive or better reflects those who are available for positions (e.g., postdocs) than this data, please provide your recommended data, its source, and an explanation of why it is preferred over the field availability data.*

## *What assumptions do you have about this search and the likely applicant demographics?*

## *Are there additional discipline or degree areas that might be relevant to your search and outreach?*

## *In reviewing the data, are there areas of underrepresentation that should benefit from targeted recruitment?*

## What is your advertising plan?

*Address both a and b.*

* 1. Provide a copy of your short advertisement[[1]](#footnote-1) (i.e., the brief text you would submit to publications such as the Chronicle of Higher Education).
  2. What will you incorporate into your advertisement to show your unit’s/UO’s commitment to diversity/equity/inclusion?
     1. *How can you describe your unit/UO to make our commitment to diversity/equity/inclusion clear in the advertisement?*
  3. Describe your plan for advertising in a minimum of two locations. Please specify if these locations are standard for your discipline or if they are being added in response to the review of the availability data. *Refer to the Diversity Resources list for potential options (*[*https://hr.uoregon.edu/recruitment/hiring-faculty-and-staff/recruitment-advertising-guide/faculty-position/faculty*](https://hr.uoregon.edu/recruitment/hiring-faculty-and-staff/recruitment-advertising-guide/faculty-position/faculty)*), and/or address other appropriate locations that you have identified.*

## What are your active recruitment strategies?

*Active recruitment is the process of “generating a pool [of applicants] rather than merely tapping it” (NSF ADVANCE Michigan, 2007). Active strategies include making direct contact with graduate students, faculty and key institutions, and building relationships over time.*

*Describe your plans for at least three additional forms of outreach to seek out diverse candidates. The suggestions below provide some examples but are not an exhaustive list.*

* 1. *Conference outreach (please list conference description and dates)*
  2. *Contacting professional associations with subgroups for women and underrepresented minorities (please list association names)*
  3. *Outreach to influential people in the field who are known for mentoring diverse graduate students and junior faculty members*
  4. *Direct calls to possible candidates to encourage them to apply*

1. Your full announcement does not also need to be included here: it is accessible directly in MyTrack. [↑](#footnote-ref-1)