Introduction to the Search Plan Template

Robust Search Plans with Active Recruitment Strategies (Search Plans) are required before TTF searches may be advertised for the 2018-19 search year. Units will describe Search Plans in the “Active Recruitment Strategy” section of the IHP-approved MyTrack requisition. Please note that MyTrack does not allow us to create this template within the system; it must be copied and pasted by the unit from this document. Each Search Plan must minimally include the six sections outlined below. See the bottom of this document for a sample Search Plan.

For technical issues with MyTrack, please contact mytrackhelp@uoregon.edu.
For questions regarding completion of the template, please contact Melanie Muenzer in the Office of the Provost at muenzer@uoregon.edu.

*Italic text* is instructional and does not need to be included verbatim in MyTrack.

Search Plan Template (To be copied into MyTrack)

1. **What are the defined search timelines?**
   *Provide expected dates for a-f.*
   a. Posting:
   b. Closing:
   c. Review of candidates completed and short list developed:
   d. Proposed first interview (e.g., Skype):
   e. Proposed first on-campus interview:
   f. Search completion:

2. **How did you establish a diverse and inclusive search committee?**
   *You are not required to address all of the criteria below. Use your judgement to define and describe how you created a diverse and inclusive committee, including potentially factoring in other criteria not addressed below.*
   a. Do you have a demographically diverse committee?
   b. Does your committee include members who have contributed to diversity, equity and inclusion in scholarship, teaching, advising, or service?
   c. Does your committee represent different areas within the field?
   d. How do search committee members’ professional networks support effective and varied outreach?

3. **What is your plan for meeting the implicit bias training requirement for all committee members?**
   *All search committee members must complete an in-person implicit bias training every three years prior to beginning candidate review. The training schedule is available at https://inclusion.uoregon.edu/implicitbias. A recorded version is available online as a refresher*
for anyone who would like to view it, and for exceptional situations when attending an in-person session is not possible. As there is significant benefit to engaging with colleagues in the conversations that happen during workshop sessions, the recorded version does not count toward the three-year requirement. Provide answers for a and b (if applicable).

a. Have all search committee members attended an in-person implicit bias training within the last three years?

b. If not, what are your plans to ensure this training occurs prior to beginning candidate review?

4. How will you communicate Expected Search Practices to all committee members?
   Suggested communication strategies are addressed below. Please address as applicable.
   a. Will you disseminate this information prior to your first scheduled search committee meeting?
   b. Will you discuss the information at your first meeting?
   c. Will you consult with HR Talent Acquisition (https://hr.uoregon.edu/recruit) and/or request that they provide a search briefing?

5. What is your Advertising Plan?
   Address both a and b.
   a. How are you using your faculty availability data to identify a need to engage in targeted outreach to any underrepresented groups?
   b. Describe your plan for advertising in a minimum of two locations. Refer to the Diversity Resources list for potential options (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.

6. 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). The active strategies include making direct contact with graduate students, faculty and key institutions, and building relationships over time. Describe your plans for at least two additional forms of outreach to seek out diverse candidates. The suggestions below provide some examples but are not an exhaustive list.
   a. Conference outreach
   b. Contacting professional associations with subgroups for women and underrepresented minorities
   c. Outreach to influential people in the field who are known for mentoring diverse graduate students and junior faculty members
   d. Explore applying for a Fund for Active Recruitment grant (https://provost.uoregon.edu/active-recruitment/) to assist with your efforts.

Sample Search Plan Using Template:
1. What are the defined search timelines?
a. Posting: June 27, 2018  

b. Closing: November 15, 2018  
c. Review of candidates completed and short list developed: December 1, 2018  
d. Proposed first interview: January 15, 2019  
e. Proposed first on-campus interview: March 1, 2019  
f. Search completion: May 1, 2019

2. How did you establish a diverse and inclusive search committee?  
Our committee includes demographically diverse people, including women and underrepresented minorities, and individuals who have demonstrated contributions to diversity, equity and inclusion. Committee members represent each of the five potential disciplines within the field, and have professional networks in these disciplines as well as adjacent disciplines.

3. What is your plan for meeting the implicit bias training requirement for all committee members?  
   a. Have all search committee members attended an in-person implicit bias training within the last three years? Yes.  
   b. If not, what are you plans to ensure this training occurs prior to beginning candidate review? N/A

4. How will you communicate Expected Search Practices to all committee members?  
We will request that HR Talent Acquisition provide a search briefing.

5. What is your Advertising Plan?  
   a. How are you using your faculty availability data to identify a need to engage in targeted outreach to any underrepresented groups?  
   We have reviewed our availability data and have identified that underrepresentation exists for women and racial/ethnic minorities. We will target our outreach accordingly to address this underrepresentation.  
   b. Describe your plan for advertising in a minimum of two locations. We will advertise in the National Registry of Diverse and Strategic Faculty, as well as WorkplaceDiversity.com to enhance outreach to candidates from underrepresented groups identified in our availability data.

6. What are your Active Recruitment Strategies?  
We will contact [insert names] professional association, which has a subgroup for women and underrepresented minorities, and connect with [insert name], an influential person who is known for mentoring diverse graduate students and junior faculty members.