# Introduction to the Search Plan Template AY23-24

Robust Search Plans are required before TTF searches may be advertised for the 2023-24 search year. This process builds on the answers your unit submitted in the IHP proposal for this search – feel free to leverage that information accordingly, and to reference the [**Faculty Searches Module in the UO Faculty** **Community Canvas site**](https://community.uoregon.edu/courses/18766/pages/faculty-searches-module-overview?module_item_id=7362), and [**Expected Practices for TTF Searches**](https://provost.uoregon.edu/expected-practices-ttf-searches) webpage, for additional guidance and resources, including sample search plans.

You will be assigned an HR recruitment consultant who can help your committee find resources to draft your search plan or answer questions as needed. Further, the[**Active Recruitment Team (ART)**](https://provost.uoregon.edu/conducting-ttf-search) will provide resources as searches progress through the candidate evaluation and selection phases.

# Search Plan Template

Please upload this completed template to the “Documents” tab of the [**MyTrack**](https://uomytrack.pageuppeople.com/Dock.aspx) 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 anticipated search timelines?

*Provide expected dates for a-g below. Make sure to allow time, approximately 2-3 weeks based on volume, for your search plan and job posting to be reviewed by Human Resources and the Office of the Provost after you submit it in MyTrack and before your job will be posted.*

* 1. Intended date for posting to go live:
	2. Posted application due date:
	3. Review of candidates completed, and short list developed:
	4. Proposed screening interviews (e.g., Zoom):
	5. Proposed first on-campus interviews (if applicable):
	6. Search completion goal date:

## Please list your search committee members, and search advocate, if applicable. Please note who is serving as the search chair:

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

*You are not required to address all of the prompts 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. Describe how you arrived at the composition of your search committee, including how you considered diversity (identity, rank, position type, etc.) in determining its makeup.
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?

## To combat implicit bias during the search process, please start by reading the following page about [implicit bias](https://inclusion.uoregon.edu/implicitbias), provided by our Vice President for Equity & Inclusion.

*At the first committee meeting (including the search advocate, if applicable) the group should watch the provided* [***24-minute video on unconscious bias***](https://uomytrack.pageuppeople.com/learning/3210)***,*** *and then discuss how unconscious bias is likely to appear during this search process.*

1. When do you anticipate the above meeting and discussion will occur?
2. How do you plan to discuss or revisit bias prevention as you progress through your search?

## How and when will committee members work through the [Community Canvas modules](https://community.uoregon.edu/courses/18766/pages/faculty-searches-module-overview?module_item_id=7362) to learn about the [Expected Practices for TTF Searches](https://provost.uoregon.edu/expected-practices-ttf-searches)?

* 1. When and how will you communicate the expectation that each member of the search committee will review the [**Community Canvas modules**](https://community.uoregon.edu/courses/18766/pages/faculty-searches-module-overview?module_item_id=7362) and learn about the [**Expected Practices**](https://provost.uoregon.edu/expected-practices-ttf-searches)? When and how will you discuss expected practices 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?

## Will you use the [Gender Decoder](https://provost.uoregon.edu/files/gender_decoder_final.pdf) and/or a similar tool designed to improve the inclusivity of your advertisement/recruitment?

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

*For example, in what ways might your faculty struggle to assess a candidate's statement on diversity, equity, and inclusion (note: you are encouraged to use a rubric)? What challenges do you anticipate experiencing relative to expected search practices, including the asking of inappropriate interview questions? Are there any challenges identified that you need additional resources to address? (please describe)*

1. **Each Institutional Hiring Plan proposal was required to reference** [**field availability estimate data**](https://ir.uoregon.edu/sites/ir.uoregon.edu/files/Field_Availability_Estimates_for_2022_IHP.pdf)**, provided by** [**Institutional Research**](https://ir.uoregon.edu/FAE)**. *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 is the availability data for your field? What field(s) did you identify for this role?

## How will you use this data to inform your outreach to any underrepresented groups?

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

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

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

## What is your advertising plan?

* 1. What are you incorporating into your advertisement to show your unit’s/UO’s commitment to diversity/equity/inclusion?
	2. 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 to attract a diverse applicant pool. *Refer to the Diversity Resources list for potential options on the* [***HR faculty recruitment and advertising***](https://hr.uoregon.edu/content/advertising-faculty-position) *page.*
1. ***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. Additional suggestions follow (not an exhaustive list): Conference outreach (please list conference description and dates); contacting professional associations with subgroups for women and underrepresented minorities (please list association names); outreach to programs and/or influential people in the field who are known for mentoring diverse graduate students and junior faculty members; direct calls to possible candidates to encourage them to apply.***
	1. Please describe the actions you will take to actively grow the pool of potential candidates for this search. You may build on your units’ answers to Question 3 of the search’s IHP proposal to do so. Please provide specific examples, such as names of professional organizations or conferences at which the position announcement will be shared.