# Introduction to the Search Plan Template AY24-25

Robust Search Plans are required before TTF searches may be advertised for the 2024-25 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 have been 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. Planning a timeline in advance will help you map out your search and help your HR consultant advise on the search process.*

* 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. *It’s an important part of the search record to document who is serving on the committee*

## 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. Bringing varied perspectives to your search will support mutual accountability for bias mitigation during the search and increase the likelihood of finding the best candidate through an equitable process.*

1. Describe how you arrived at the composition of your search committee, including how you considered diversity (identity, rank, experiences, subdiscipline, etc.) in determining its makeup.
2. Briefly, how have your committee members contributed to diversity, equity, and inclusion in scholarship, teaching, advising, or service?
3. How do search committee members use their professional networks for active and effective 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)? These two resources will help guide your search process and answer many potential questions.

## What challenges do you anticipate during the process and how will you mitigate them? All searches have challenges! It’s important to take time to consider what these may be and how you will address them to help your search run smoothly and equitably. Discussing in advance makes it easier to adapt when unexpected issues arise. *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)? How will your committee manage comparisons of candidates at different career stages or in different subdisciplines? What challenges do you anticipate experiencing relative to expected search practices, such as active recruitment and avoiding inappropriate interview questions? Are there any challenges identified that you need additional resources to address? (please describe)*

1. **Institutional Research provides** [**field availability estimate data**](https://ir.uoregon.edu/sites/ir1.uoregon.edu/files/FAE%202024%2020231025.pdf) **based on recent terminal degrees in each field. *If your discipline has data on potential applicants by demographic that is more comprehensive or better reflects the minimum qualifications for your search than this data, please provide your recommended data, its source, and an explanation of why it is preferred over the field availability data. Thinking about your data can help focus your recruitment and outreach efforts, how to spend your advertising dollars, and help build awareness of the ways in which your field has historically excluded folks.***

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

## What field(s) did you identify for this role?

## What is the availability data for your field? How will you use this data to inform your outreach to any underrepresented groups?

## ***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); ideally these strategies would include participation by the entire department, not just the search committee.***

##  ***Conference outreach (please list conference description and dates);***

## ***contacting professional associations with subgroups for women and underrepresented groups (please list association names);***

## ***outreach to programs and/or influential people in the field who are known for mentoring individuals who are underrepresented in the field;***

## ***direct calls to possible candidates to encourage them to apply.***

Please describe the actions you will take to actively grow the pool of potential candidates for this search. Please provide specific examples, such as names of professional organizations or conferences at which the position announcement will be shared or advertised.