# Introduction to the Search Plan Template AY25-26

Robust search plans are critical to support effective searches and will be required in submitting your 2025-2026 Tenure Track Search for posting. Please refer to the [Active Recruitment, Search Processes, and Best Practices webpage, for guidance on completing your search plan, including examples.](https://provost.uoregon.edu/expected-practices-ttf-searches" HYPERLINK "https://provost.uoregon.edu/expected-practices-ttf-searches)

[You have been assigned an HR recruitment consultant, Maeve Anderson (](https://provost.uoregon.edu/expected-practices-ttf-searches" HYPERLINK "https://provost.uoregon.edu/expected-practices-ttf-searches)[[talent@uoregon.edu](https://provost.uoregon.edu/expected-practices-ttf-searches" HYPERLINK "https://provost.uoregon.edu/expected-practices-ttf-searches)](mailto:talent@uoregon.edu)[), who can help your committee find resources to draft your search plan or answer questions as needed. Further, the](https://provost.uoregon.edu/expected-practices-ttf-searches" HYPERLINK "https://provost.uoregon.edu/expected-practices-ttf-searches)**[Active Recruitment Team (ART)](https://provost.uoregon.edu/faculty-hiring-recruitment-searches-best-practices#team)** [will provide resources as searches progress through the candidate evaluation and selection phases.](https://provost.uoregon.edu/expected-practices-ttf-searches" HYPERLINK "https://provost.uoregon.edu/expected-practices-ttf-searches)

# [Search Plan Template](https://provost.uoregon.edu/expected-practices-ttf-searches" HYPERLINK "https://provost.uoregon.edu/expected-practices-ttf-searches)

[This completed template will be submitted via the “Documents” tab of the](https://provost.uoregon.edu/expected-practices-ttf-searches" HYPERLINK "https://provost.uoregon.edu/expected-practices-ttf-searches) [**[MyTrack](https://provost.uoregon.edu/expected-practices-ttf-searches" HYPERLINK "https://provost.uoregon.edu/expected-practices-ttf-searches)**](https://uomytrack.pageuppeople.com/Dock.aspx) [requisition for your search.](https://provost.uoregon.edu/expected-practices-ttf-searches" HYPERLINK "https://provost.uoregon.edu/expected-practices-ttf-searches)

*[Italic text](https://provost.uoregon.edu/expected-practices-ttf-searches" HYPERLINK "https://provost.uoregon.edu/expected-practices-ttf-searches)* [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.](https://provost.uoregon.edu/expected-practices-ttf-searches" HYPERLINK "https://provost.uoregon.edu/expected-practices-ttf-searches)

## [What are the anticipated search timelines?](https://provost.uoregon.edu/expected-practices-ttf-searches" HYPERLINK "https://provost.uoregon.edu/expected-practices-ttf-searches)

*[Provide expected dates for a-f below (this can be a range). Make sure to allow a minimum of 2-3 weeks 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.](https://provost.uoregon.edu/expected-practices-ttf-searches" HYPERLINK "https://provost.uoregon.edu/expected-practices-ttf-searches)*

* 1. [Intended date for posting to go live:](https://provost.uoregon.edu/expected-practices-ttf-searches" HYPERLINK "https://provost.uoregon.edu/expected-practices-ttf-searches)
  2. [Posted application due date:](https://provost.uoregon.edu/expected-practices-ttf-searches" HYPERLINK "https://provost.uoregon.edu/expected-practices-ttf-searches)
  3. [Review of candidates completed, and short list developed:](https://provost.uoregon.edu/expected-practices-ttf-searches" HYPERLINK "https://provost.uoregon.edu/expected-practices-ttf-searches)
  4. [Proposed screening interviews (e.g., Zoom):](https://provost.uoregon.edu/expected-practices-ttf-searches" HYPERLINK "https://provost.uoregon.edu/expected-practices-ttf-searches)
  5. [Proposed first on-campus interviews (if applicable):](https://provost.uoregon.edu/expected-practices-ttf-searches" HYPERLINK "https://provost.uoregon.edu/expected-practices-ttf-searches)
  6. [Search completion goal date:](https://provost.uoregon.edu/expected-practices-ttf-searches" HYPERLINK "https://provost.uoregon.edu/expected-practices-ttf-searches)

## [Please list your search committee members, and search advocate, if applicable. Please note who is serving as the search chair.](https://provost.uoregon.edu/expected-practices-ttf-searches" HYPERLINK "https://provost.uoregon.edu/expected-practices-ttf-searches) *[It’s an important part of the search record to document who is serving on the committee.](https://provost.uoregon.edu/expected-practices-ttf-searches" HYPERLINK "https://provost.uoregon.edu/expected-practices-ttf-searches)*

## *[If you submit your search plan toward the end of the Spring term or during the Summer, please ensure that a representative of the search committee or department is available to address questions.](https://provost.uoregon.edu/expected-practices-ttf-searches" HYPERLINK "https://provost.uoregon.edu/expected-practices-ttf-searches)*

## [How did you establish a search committee with varied perspectives and experiences?](https://provost.uoregon.edu/expected-practices-ttf-searches" HYPERLINK "https://provost.uoregon.edu/expected-practices-ttf-searches)

*[Incorporating varied perspectives into your search will help you access vast networks and address concerns of applicants from all backgrounds.](https://provost.uoregon.edu/expected-practices-ttf-searches" HYPERLINK "https://provost.uoregon.edu/expected-practices-ttf-searches)*

1. [Describe how you arrived at the composition of your search committee (e.g., rank, experiences, subdiscipline, etc.) Briefly, how have your committee members contributed to student success or collaborative and supportive initiatives among their colleagues within their scholarship, teaching, advising, or service?](https://provost.uoregon.edu/expected-practices-ttf-searches" HYPERLINK "https://provost.uoregon.edu/expected-practices-ttf-searches)
2. [How do search committee members use their professional networks for active and effective outreach?](https://provost.uoregon.edu/expected-practices-ttf-searches" HYPERLINK "https://provost.uoregon.edu/expected-practices-ttf-searches)

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

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

1. [When do you anticipate the above meeting and discussion will occur?](https://provost.uoregon.edu/expected-practices-ttf-searches" HYPERLINK "https://provost.uoregon.edu/expected-practices-ttf-searches)
2. [How do you plan to discuss or revisit bias prevention as you progress through your search?](https://provost.uoregon.edu/expected-practices-ttf-searches" HYPERLINK "https://provost.uoregon.edu/expected-practices-ttf-searches)

## [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, 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)](https://provost.uoregon.edu/expected-practices-ttf-searches" HYPERLINK "https://provost.uoregon.edu/expected-practices-ttf-searches)

1. **[Institutional Research provides](https://provost.uoregon.edu/expected-practices-ttf-searches" HYPERLINK "https://provost.uoregon.edu/expected-practices-ttf-searches)** [**[field availability estimate data](https://provost.uoregon.edu/expected-practices-ttf-searches" HYPERLINK "https://provost.uoregon.edu/expected-practices-ttf-searches)**](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 the breadth of qualified applicants 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 or expand your recruitment and outreach efforts, and direct how to spend your advertising dollars.](https://provost.uoregon.edu/expected-practices-ttf-searches" HYPERLINK "https://provost.uoregon.edu/expected-practices-ttf-searches)**

## [What field(s) did you identify for this role?](https://provost.uoregon.edu/expected-practices-ttf-searches" HYPERLINK "https://provost.uoregon.edu/expected-practices-ttf-searches)

## [What is the availability data for your field? How will you use this data to inform your outreach to any underrepresented groups?](https://provost.uoregon.edu/expected-practices-ttf-searches" HYPERLINK "https://provost.uoregon.edu/expected-practices-ttf-searches)

## [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.](https://provost.uoregon.edu/expected-practices-ttf-searches" HYPERLINK "https://provost.uoregon.edu/expected-practices-ttf-searches)

## [Conference outreach (please list conference description and dates);](https://provost.uoregon.edu/expected-practices-ttf-searches" HYPERLINK "https://provost.uoregon.edu/expected-practices-ttf-searches)

## [contacting professional associations, including those with subgroups for women and underrepresented groups (please list association names);](https://provost.uoregon.edu/expected-practices-ttf-searches" HYPERLINK "https://provost.uoregon.edu/expected-practices-ttf-searches)

## [outreach to programs and/or influential people in the field who are known for mentoring individuals, including those underrepresented in the field;](https://provost.uoregon.edu/expected-practices-ttf-searches" HYPERLINK "https://provost.uoregon.edu/expected-practices-ttf-searches)

## [direct calls to possible candidates to encourage them to apply.](https://provost.uoregon.edu/expected-practices-ttf-searches" HYPERLINK "https://provost.uoregon.edu/expected-practices-ttf-searches)

[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.](https://provost.uoregon.edu/expected-practices-ttf-searches" HYPERLINK "https://provost.uoregon.edu/expected-practices-ttf-searches)