SMU Model for Faculty Search and Recruitment

Revised: Fall 2023

SMU MODEL FOR FACULTY SEARCH AND RECRUITMENT

TABLE OF CONTENTS

Executive Summary 1

Search Requirements and Points to Remember 2

Preparing for the Search 3

Attracting a Highly Qualified and Diverse Candidate Pool 5

Initial Screening 5

Interviewing 6

Final Selection 7

Closing the Deal 8

Retention 8

Forms and Resources 10

Search Guidelines Summary 42

Record Retention Guidelines 45

Contact Information 45

FORM 2. Complete and submit the FINALIST INTERVIEWS REQUEST FORM. Use this link to initiate

- ✓ We understand that some academic departments also add, “Women, minorities, veterans and persons with disabilities are strongly encouraged to apply.” This can be added at the discretion of the department.

- ✓ If a search has been unsuccessful or closed without a hire, the Search Committee Chair must submit a summary of the search to the Office of the Provost and IAE via email. The faculty position will automatically roll over for a new

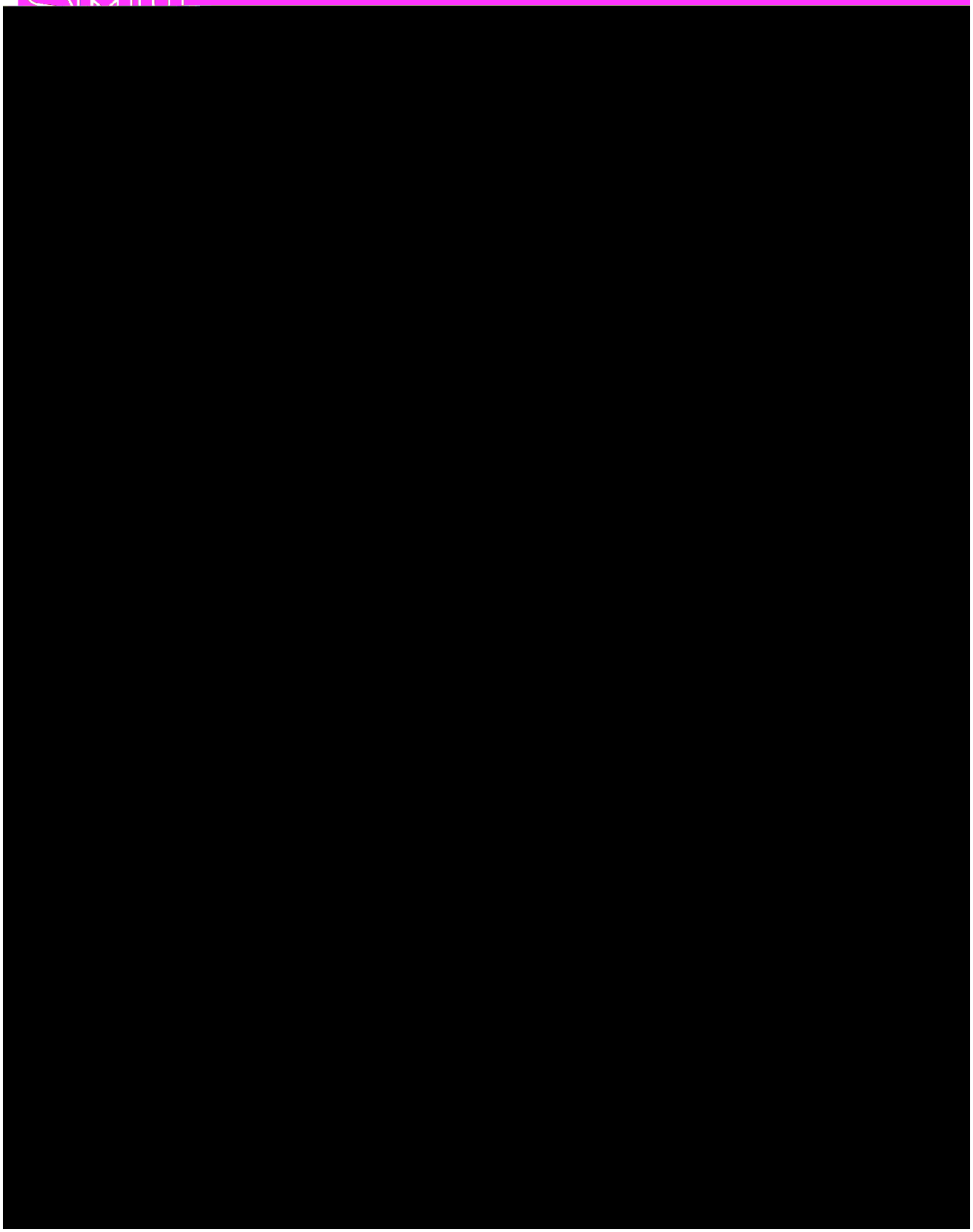
- Become acquainted with the diversity-

Attractin

    - Provide opportunities for all candidates to interact with diverse faculty and students.
- Avoid topics that have no bearing on job performance.
    - Ensure that everyone who will interact with candidates is aware of SMU's nondiscrimination policies and procedures and is sensitive to these issues in their conversations with candidates as well as in their interactions in departmental processes.
    - Consider providing copies of the "Faculty Interview Considerations" to all faculty, students and staff who may encounter candidates (p. 35). Only search committee members will be required to complete an Applicant Interview Evaluation Form (p. 39).

2. During the Campus Visit:
    - Create a welcoming environment; put the candidate at ease. Highlight the University's commitment to diversity.
    - Sell the job/the department/SMU/Dallas, the Southwest Region.
    - Give all candidates equal opportunity to describe their qualifications and interests in the position.
    - Ask questions about candidate's actual experience and past behavior rather than posing hypothetical questions.
    - Offer to introduce candidates to those in other departments with similar interests or situations and to potential colleagues/research partners. Follow up as appropriate.
    - *Ask the candidate if there are other questions or other things they want to see or hear!* You can't ask if they want to visit a Black church, but you can ask if they have questions about cultural institutions; and if they open the door, then ask if they want to go to the Hillel, or meet with faculty from the Spanish Department, etc. er than 138 w Tj 0.58 0 Td [-6 0 138.52 [T-1

size



- Advertisement/Position announcement will be mailed to all _____ Departments in USA. Identify t hese colleges and university depar tments by nam e.
- Search Committee members will contact colleagues at other institutions and ask for potential candidates. Prepare a specific list of institutions to be contacted. A minimum of ____X____ contacts will be made.
- Potential applicants (those who are in or near the field being sought and those recommended above) will be contacted by mail and/or telephone.
- Advertisement/Position announcement will be posted at the national meeting of the _____ Society of America.
- Advertisement/Position announcement will be posted on electronic bulletin board of the _____ Society of America.
- Send Advertisement/Position announcement to subgroups of primary professional organizations that are minority and women interest specific, or to listservs of such subgroups.
- Advertisement/Position announcement will be sent to schools with female and minority concentrations in specialized and related fields (see pp. 24-32):
    - o Doctorate Granting Institutions with Largest Numbers of [(le)-3.4 (s)ip [(n)-3i [(le)-3 (in)]TJ 0 T

Advertisement /Position Announcement

This is an example of what an advertisement or position announcement might look like. Please be sure that all required components for an advertisement are met (p. 18).

ADVERTISEMENT/POSITION ANNOUNCEMENT

SMU

Rank/Title _____ (Position Number _____)

The Department/Division of _____ invites nominations and applications for an opportunity to be involved in the shaping of innovative/rapidly growing/expanding/dynamic/evolving pedagogies/programs/interdisciplinary program/curriculum/ in _____. Creative energy, intellectual strength, a broad-ranging repertoire and teaching interests are essential. We welcome candidates from all backgrounds. The candidate selected will be expected to be a significant partner in connecting the Department/Division to an increasingly diverse and globally connected community at the university and in the Dallas/Fort Worth Metroplex. *While an appointment at the rank of Assistant Professor tenure track is anticipated, extraordinary candidates at all levels will be considered .

.

Examples of Different SMU Write-Ups that can be used in Advertisements

SMU is an inclusive and intellectually vibrant community of teachers and scholars that values diverse research and creative agendas. SMU offers excellent benefits including full same-sex domestic partner benefits. Explore SMU at www.smu.edu. Our beautifully shaded campus of Georgian-Revival-inspired architecture is situated in the heart of Dallas. The Dallas/Fort Worth Metroplex, a culturally rich arts and global business center, is home to many universities, arts organizations and Fortune 500 and over 100 corporations. Visit www.dallaschamber.org.

SMU is a private university dedicated to academic excellence. Located in Dallas, SMU maintains a moderate size of about 12,000 students. SMU is designated as a preferred employer in the Dallas/Fort Worth metroplex, one of the most prolific high-tech industrial centers in the country. The Dallas/Fort Worth metroplex is a multi-faceted business and engineering community, offering exceptional museums, diverse cultural attractions and a vibrant economy. Dallas' quality of life is exceptional with a relatively low cost of living, upscale apartments and homes within walking distance of campus, the opportunity to live in the city or out in the country with a relatively short commute, and the availability of both mass transit systems and plentiful on-campus parking.

Located near the center of Dallas, SMU is a private university of about 12,000 students offering strong undergraduate, graduate and professional programs through seven schools – Dedman College of Humanities and Sciences, Cox School of Business, Meadow School of the Arts, Lyle School of Engineering, Perkins School of Theology, Dedman School of Law, and Simmons School of Education and Human Development. To learn more about the rich cultural environment of SMU, please see: www.smu.edu.

SMU is a private, nonsectarian university of about 12,000 students located in University Park, a highly regarded residential community that is 15 minutes north of downtown Dallas. SMU offers strong undergraduate, graduate, and professional programs through seven schools — humanities and sciences, business, the arts, engineering, education, law, and theology. SMU's The Second Century Campaign was the largest fundraising initiative in SMU's history, exceeding their goal of $1 billion by raising $1.15 billion by the end of 2015. Visit: www.smu.edu/SecondCentury

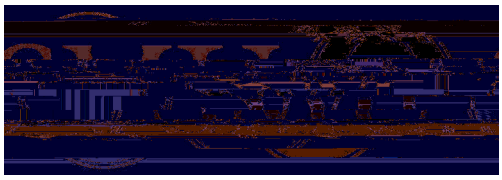
SMU faculty position our students for success while shaping dynamic careers. As Dallas' university, we leverage our powerful partnerships in a global city so that bold thinkers like you can become industry trailblazers as you transform big ideas into new products, inventive technology and world-changing solutions. Big data and cloud computing back research with lasting impact. Our welcoming learning community of faculty, nearly 12,000 students in seven schools and a worldwide network of supportive alumni attracts scholars from all walks of life, drawn by limitless opportunities to change the world. Come to SMU to think big and do good.

SMU seeks bold, curious and

NOTES:

1. The advertisement on p. 16 is a template. Customize it for your Department/Division and discipline.

Approved Nondiscrimination Statements
for Advertisements and Publi cations



October 7, 2019

To: Vice Presidents
Deans
Associate Provosts
Academic Department and Division Chairs

From: Samantha Thomas
Executive Director for Access and Equity, Executive Assistant to the President, and Title IX Coordinator

Subject: Reminder of Guidance for Published Nondiscrimination Statements

SMU updated its Nondiscrimination Statement in 2015 as part of the Resolution Agreement with the U.S. Department of Education Office for Civil Rights. Pursuant to the agreement and in compliance with Title IX of the Education Amendments of 1972, the University's Nondiscrimination Statement reads:

> Southern Methodist University (SMU) will not discriminate in any employment practice, education program, education activity, or admissions on the basis of race, color, religion, national origin, sex, age, disability, genetic information, or veteran status. SMU's commitment to equal opportunity includes nondiscrimination on the basis of sexual orientation and gender identity and expression. The Executive Director for Access and Equity/Title IX[1] Coordinator is designated to handle inquiries regarding the nondiscrimination policies, including the prohibition of sex discrimination under Title IX. The Executive Director/Title IX Coordinator may be reached at the Perkins Administration Building, Room 204, 6425 Boaz Lane, Dallas, TX 75205, 214-768-3601, accessequity@smu.edu. Inquiries regarding the application of Title IX may also be directed to the Assistant Secretary for Civil Rights of the U.S. Department of Education.

[1]Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1688.

Nomin ee Solicitation Le tter

{Insert Date}

Dear Colleague,

The Department/Division of __XX___ at SMU requests your assistance in attracting a culturally and academically diverse faculty of the highest caliber. As the enclosed position description suggests, we are seeking applicants for a tenure-track faculty position in _____.

The Department/Division houses ___ full-time faculty, serves approximately ___ undergraduate majors, and offers advanced degrees in _____ . We would like to locate candidates interested in making significant contributions to our undergraduate and graduate programs and in furthering their careers as teachers and scholars.

[SAY SOMETHING GOOD ABOUT YOUR DEPARTMENT/DIVISION AND DIVERSITY, FOR EXAMPLE] Our long-standing commitment to diversity is evident in the curriculum we offer and the scholarship we encourage. Furthermore, the department has produced nationally recognized scholars whose research focuses on diversity-related issues and supports a broad range of scholarly endeavors.

If you would like to learn more about SMU, the department, or the position, please visit {*insert URL}* or contact me via e-mail {*insert email address}* or telephone {*insert number}*. I welcome your participation in this process as an applicant or nominat

General Advertising Venues

Online Advertising Venues & Ins tructions:

For direct links and cost information, visit:
https://www.smu.edu/BusinessFinance/HR/Resources/ManagerResources/RecruitmentHiringProcedures/StaffSearchProceduresandGuidelines/Advertising-and-Outreach

HigherEdJobs. com
https://www.higheredjobs.com/Employers/

USER ID: recruitu@smu.edu
PASSWORD: facultyjobs

His panic Out look in Higher Ed Online
https://w E

Wome n in Higher Education O nli ne

n wwi( )]102/TT2[674c -0.0D 8 >>BDC 300 g 0 Tc-20d44(d [(EMC.7 (t
n g /T1 1 Tf 13.751 0 11.04 54 601.2 Tm474.722744C /P f 11.04 0 22.8

Doctor ate-Granting I nstitutio ns With Largest Number of U.S. Citizen and Per manent Resident Minority Doctorate Recipie nts (2017-2021)

U

Black		***Hispanic***	
Insti tut ion	Numbe r	Institution	Number
Walden University	1,485	University of California - Berkeley	283
Howard University	256		

Institution	Number
More than One Race	
University of California - Berkeley	152
University of Washington - Seattle	114
Harvard University	103
University of Michigan - Ann Arbor	103
Stanford University	94
[redacted]sity of California - Davis	94
University of California - Los Angeles	94
Walden University	91

Doctorate- granting Institutio ns with Largest Number of U.S Citizen and Perma nent Resident Female Doctorate Recipients (2021-22)

Institu tion Name	Number	Institution Na me	Numb er
Walden University	1115		

Undergraduate Programs Which Serve Diverse Populations

Historically Black Colleges and Universities

Alabama A&M Universit

Virginia State University
Enrollment: 3,659
Virginia Union University
Enrollment: 1,170
Voorhees University
Enrollment: 399
West Virginia State University
Enrollment: 1,373
Wilberforce University
Enrollment: 486
Wiley College
Enrollment: 665
Winston–Salem State University
Enrollment: 5,004
Xavier University of Louisiana
Enrollment: 2

Sample of Hispanic Colleges and Universities

Alverno College	Rhode Island College
Antioch University, Santa Barbara	Rutgers State Univ. of New Jersey - Newark
Aurora University	Sacramento State University
Barry University	Saint Mary's College of California
California State Polytechnic University	San Diego State University
California State University – Fresno	San Jose State University
Cochise College	Sonoma State University
Colorado Mountain College	Southern Adventist University
Colorado State University – Pueblo	St. Edward's University
Concordia University Chicago	St. Thomas University (Florida)

Undergraduate Programs Which Serve Diverse Populations

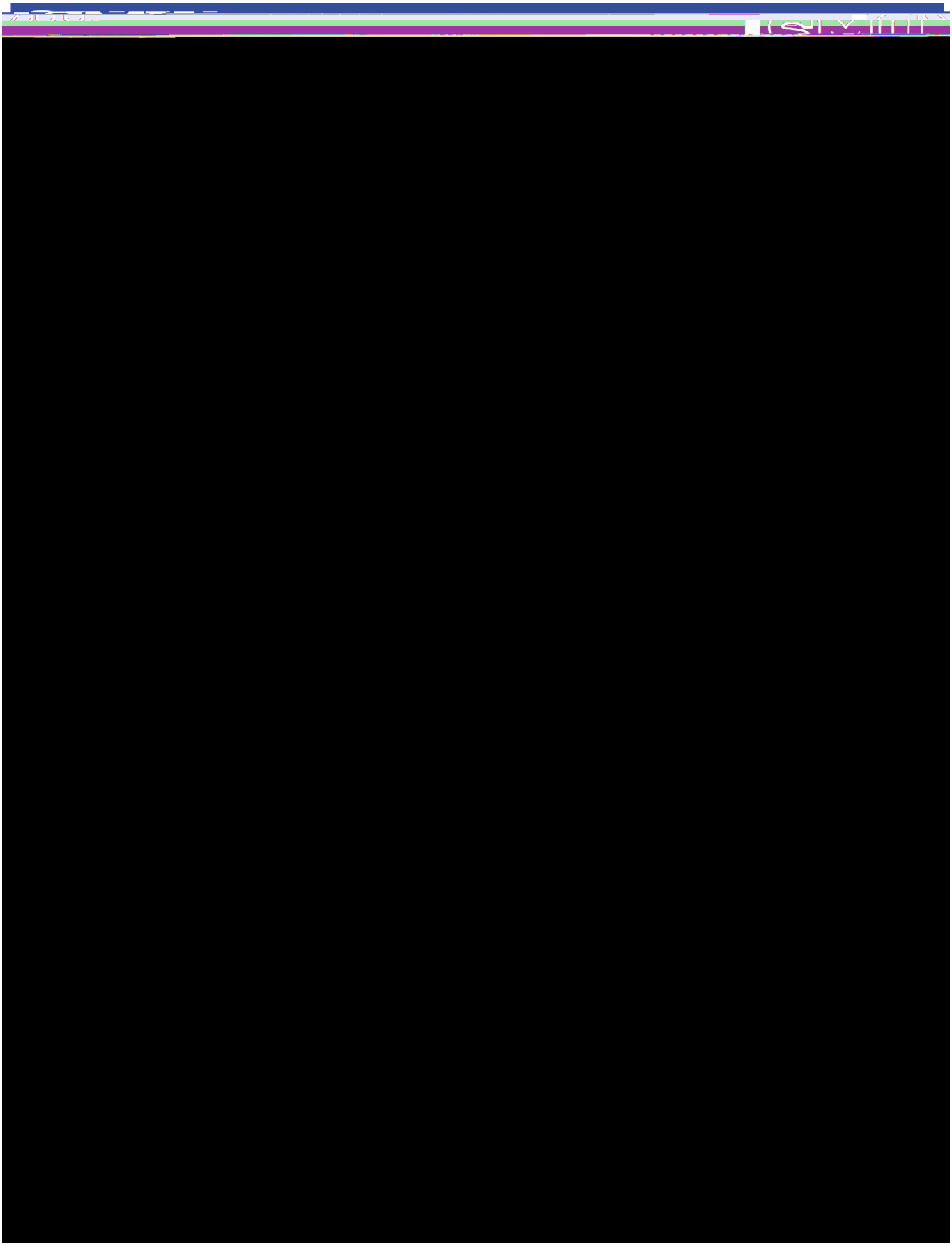
Women's Colleges and Universities

Agnes Scott College	Alverno College
Barnard College	Bay Path University
Bennett College	

Samples of

	ALLOWED	PROHIBITED
	professional or vocational training. B. Inquiry into language skills, such as reading and writing of foreign languages, if job related.	B. Inquiry as to what native language is or how foreign language ability was acquired unless job-related.
Relatives	Inquiry into name	

Finalist Interview s Request Form

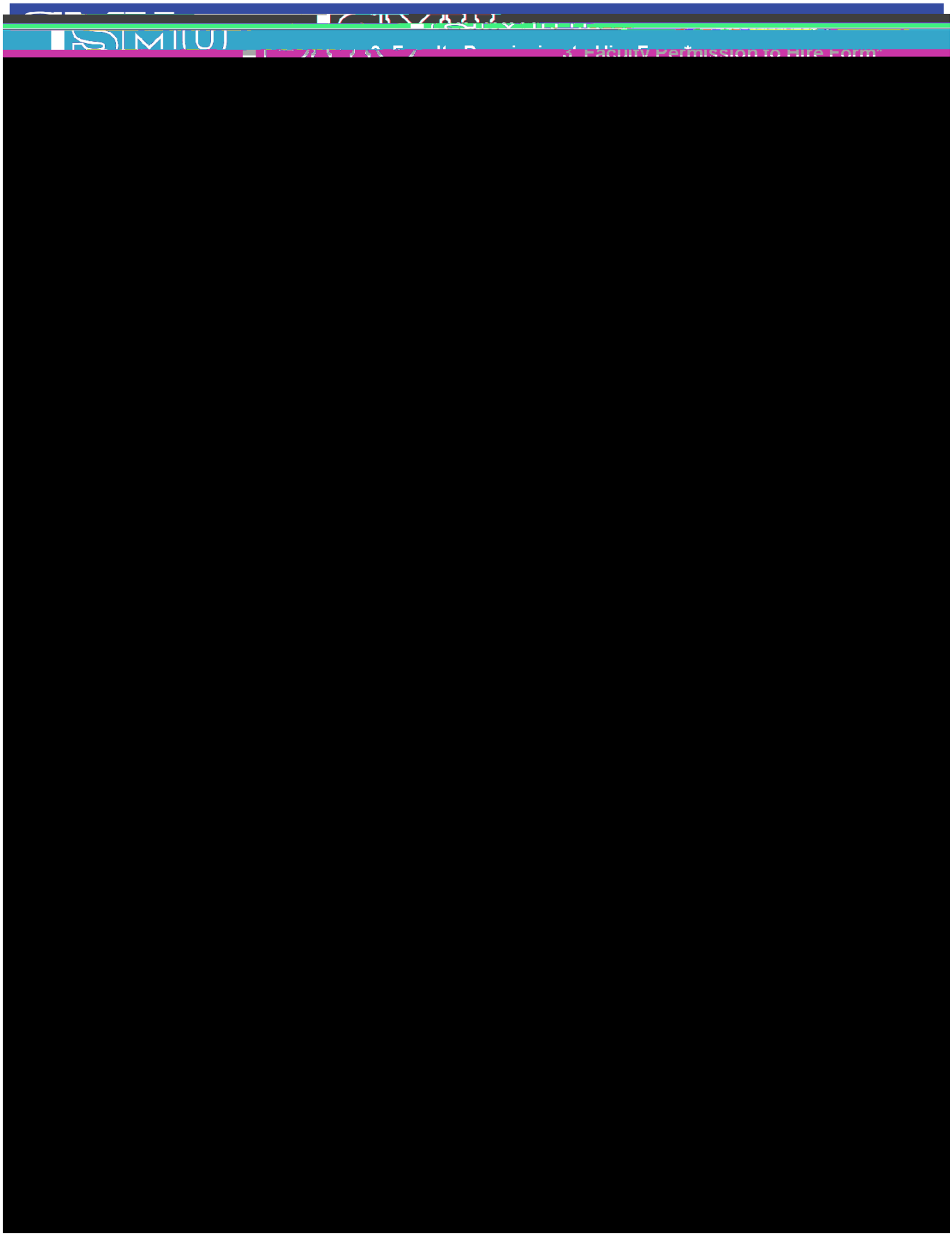


Faculty Applicant Screening Matrix
(to Move from the Longlist to the Shortlist)

Below is an example of a template that can be modified to fit the department's needs.

Section 1: Please check one: ☐ Committee ☐ Individual Assessment

Faculty P ermission to H ire Fo rm



Employment De

Search Guidelines Summary

This summary of the SMU Faculty Search and Recruitment Guidelines has proven helpful to many universities for conducting effective searches that attract the best candidates from the most diverse pool possible.

1. The Search

   Committees need to do the most work here. /Span <

4. Campus Visits

- PREPARE a Welcome Packet (include cultural information, minority organizations and business information, etc. as applicable).
- INCLUDE A TOUR!!
- INCLUDE faculty from a related field, the same religious or ethnic group in the lunch.
- ALL faculty should review good hiring practices before the visit. DISCUSS diversity.
- REMEMBER everything you say or do must conform to SMU good hiring practices.
- IF A CANDIDATE VOLUNTEERS INFORMATION ABOUT A SPOUSE/PARTNER, offer information about regional employment.

5. Hiring

- FOLLOW-UP WITH PHONE CALLS, send requested materials (you can now offer all sorts of things).
- USE THE CHAIR, DEAN AND EVEN PROVOST to make phone calls to snag the best folks.

6. Welcome them when they arrive!

- IMMEDIATELY START A MENTORING PROGRAM.
- CREATE A RETENTION STRATEGY!
- MAKE THEM AN INTEGRAL PART OF THE DEPARTMENT.

Variances from Standard Faculty Search Procedures

In exceptional cases, a rationale can be made to hire a faculty member without going through the regular search and recruitment process. Per policy, the recommended course of action for such cases is to hire a faculty member on a visiting faculty contract for a term or a year. During this time period, a national search would then commence, and the visiting faculty could apply for the open position. However, in exceptional circumstances, variances from these standard procedures may be acceptable after careful review by the Dean, IAE, the Diversity Office, and the Provost Office. Variances must be requested in writing by the Dean and must include a full description of the following:

1. an explanation of the business and/or academic circumstances that occasioned the request;
2. the procedures that were followed in lieu of a search, including a summary of what other options were considered but rejected;
3. an explanation of how faculty input was gathered; and
4. a communication plan with faculty if the variance is approved.

The written request for a variance will first be reviewed by a committee of three representatives, one each from the Office of the Provost, IAE, and the Diversity Office. This committee can request additional information from the requestor and is charged with making a recommendation to the Provost about whether the variance is justified. The Provost will make the final decision.