

# Limiting Bias

## Promising Practices For Searches



### Your Responsibilities as a Search Committee Member

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#### What can you do?

- Individual Accountability – know your own bias and take the IAT
  - <https://implicit.harvard.edu/implicit/>
- Appoint diverse committees
  - At least 50% women/URM
- Actively search for candidates
- Carefully review and assess files
- Maintain confidentiality
- Monitor committee activities for equity and inclusivity by leveraging Faculty Equity Advisors

#### Developing the pool

- Job description
  - Have wording in the ad that highlights interest in diversity
  - Focus on public or engaged scholarship
  - Emphasize interdisciplinary research as applicable
- Clarify and prioritize diversity needs of department
  - Create department diversity plan
- Require a statement on contributions to diversity and use in evaluation
  - Utilize diversity statement scoring rubric
- Recruit through targeted professional organizations
- Ask colleagues to recommend women and URM candidates
- Widen the range of institutions from which

you recruit

- Engage in personal outreach
  - Email or call diverse applicants
- Tap existing UC pipelines to diversify the pool

#### Equitable evaluation of the pool

- Agree on the criteria in advance
- Identify the desired elements
- Rank order the importance of each element
- Slow down - Do not rank immediately
- Take necessary time to fully evaluate all applications
- Make sure all applications are reviewed by at least 2 reviewers
- Focus on evidence (rather than anecdotal stories)
- Use a consistent evaluation tool

#### The interviews

- Standard format for the interviews and the campus visit
- Arrange to have finalists meet with campus groups/individuals from diverse backgrounds
- Provide information during visits about the culture of inclusion as well as family friendly policies/practices