

# Department of Gender Studies

## Search Process Policy

*Adopted September 2007*

It is in the interest of all parties that faculty searches be conducted in a manner that is systematic and efficient. At the same time it also in the interest of all parties that the search process be transparent and provide numerous occasions for open discussion and debate. In that spirit the advisory committee proposes that search processes be regularized in the following ways.

- 1) Departmental hiring priorities shall be set by the faculty as a whole in a manner consistent with the long term needs of an interdisciplinary department. It shall be the responsibility of the Chair to advocate on behalf of this hiring plan in her dealings with the university administration.
- 2) Search committees shall be constituted by the Chair and approved by the faculty as a whole at the first faculty meeting of the academic year. Whenever possible, search committee chairs will be tenured members of the GNDR faculty, and at least one member of search committees will be junior.

In addition, committees will contain one graduate student who will serve as a representative for the graduate student body in the search process. The DGS will poll the graduate student body to see who is interested, and then the DGS, Department Chair, and committee Chair will appoint a representative. The graduate student representative will consult regularly with the graduate student body to provide input on the search. Graduate student representatives will not vote on the formation of long lists, short lists, or ranked orders of short listed candidates.

- 3) It shall be the responsibility of a given search committee to work with the department Chair to draft an appropriate job description which shall then be brought to the faculty as a whole for discussion, debate and final approval prior to being posted in any public forum. Members of the search committee should bear in mind that new hires are usually authorized by the College in response to relatively specific requests that are part of long-term strategic hiring plans (i.e. plans that call for the addition of faculty at a particular rank or faculty who work in a specific area of specialization). As such members of the search committee are obligated to respect the spirit of the request under which the hire was authorized when drafting job descriptions. Failure to do so may compromise the department's ability to negotiate successfully for additional hires in the future.

- 4) While it is the explicit responsibility of the search committee to review and evaluate applications every effort should be made to involve the faculty as a whole in the process. To this end, members of the search committee should remain in regular contact with the faculty regarding the search's progress. They should also make every effort to invite feedback from the faculty at every stage in the search process. In order to facilitate broader involvement in the search process faculty should be given complete access to all applicant files, and they should be offered some basic overview of the applicant pool within one week of its formation. If applicants are eliminated from active consideration at an early stage, their files shall be placed in a separate location and clearly marked as such. In addition, the following procedures and timelines will apply:

In the event a long list will be formed, search committees shall notify faculty two weeks before the constitution of this list so that faculty wishing to provide input may do so. No later than two days before the long list is constituted, interested faculty will provide input to the committee chair in written form, and the chair will immediately circulate this input to the entire committee. Such input shall remain confidential within the search committee. Once a long list is formed, the appropriate files shall be placed in a separate location and clearly marked as such.

The same timeframes and procedures will apply to the formation of short lists.

5) After the campus visits of short listed candidates, the search committee shall rank order all candidates and provide a written rationale for this ranking. If the search committee wishes to disqualify a candidate from consideration, a written rationale will also be provided for this decision. These rationales – which are to remain confidential within the GNDR faculty – will be circulated to the faculty at large no later than three days before a faculty meeting to vote on a rank order of candidates. Frank and open faculty-wide discussion regarding short listed candidates at this stage is crucially important on any number of levels. As such, ample time should be set aside for such debates. After debate and discussion, the faculty shall vote on whether to accept the search committee's rank ordering (and when relevant, its removal of particular candidates from the pool). The committee's decisions will require a 2/3 vote in order to stand. In the event the committee's rank ordering is not accepted, the faculty at large shall vote on which candidates will occupy each rank order in subsequent rounds of voting for 1<sup>st</sup> offer, 2<sup>nd</sup> offer, 3<sup>rd</sup> offer, etc.

Given the fact that any new colleague deserves to feel that they have received the support of the department as a whole, all votes regarding faculty hiring shall be made by secret ballot. This procedure protects the faculty's ability to vote freely and it also guarantees that no hire will be seen as having been made over and against the objection of any single identifiable individual.

As a reminder, as per our governance documents, Affiliate Faculty can vote on hiring **only** if that affiliate has served on the search committee or been otherwise deeply engaged with the hiring process, as determined and evaluated by the search committee.

Faculty shall make every effort to attend the faculty meeting when voting takes place. However, when necessary, faculty may vote by absentee ballot.