**FACULTY DIVERSITY HIRING PLAN**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position/Rank: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SEARCH COMMITTEE APPROVAL**

|  |  |  |
| --- | --- | --- |
| **Role** | **Printed Name** | **Signature** |
| Chair |  |  |
| Member |  |  |
| Member |  |  |
| Member |  |  |
| Member |  |  |
| Member |  |  |
| Member |  |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DEPARTMENT CHAIR APPROVAL**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DEAN’S APPROVAL**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name Signature

cc: Vice Provost for Faculty Affairs

**Candidate Pool: Background**

An overview of the candidate pool for the discipline and area of research for the position needed to be filled. Quantitative data from government and professional societies is encouraged.

**Demographics**

T/TT faculty by rank in regards to gender and race and ethnicity.

|  |  |  |  |
| --- | --- | --- | --- |
| Rank | n, %male | n, % female | n, %URM |
| Full |  |  |  |
| Associate |  |  |  |
| Assistant |  |  |  |
| Lecturer |  |  |  |
| Instructor |  |  |  |
| Overall |  |  |  |

**Search Committee structure**

|  |  |  |
| --- | --- | --- |
| **Name** | **Rank** | **Role** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Discuss the reasoning behind the committee’s composition

***Interfolio* Management**

Identify responsible agent, for working with *Interfolio,* and staff member(s), who will assist in the search process.

**General Strategy**

List the actions that will be implemented to obtain ethnic and gender diversity in your applicant pool.

**UMBC-Specific Strategy**

List approaches and actions specific to UMBC that will be used to attract women and minorities

**Guidelines for the Selection Process**

List the guidelines and procedures that will assure a fair, transparent, and consistent selection process.

**Procedures for the Interview Process**

List the procedures that will assure a fair, transparent, and consistent interview process.

**Summary of Improvements and Innovations**

Summarize improvements in the hiring process (relative to the most recent search) that you plan to incorporate to improve the overall hiring process and the goals of this plan.

**Timeline and Unexpected Costs**

Provide a general timeline for the faculty search to be conducted by your department. Also, list any unexpected costs that would inhibit the achieving the goals of this plan.

**Appendix I**

Attach a copy of the HR approved advertisement.

**Appendix II**

Attach any rubrics, standard questions, and procedures to be used in the selection process. Examples from prior searches are acceptable.