

FACULTY SEARCH PROCEDURES

IIT's **Diversity Statement** reads as follows:

Illinois Institute of Technology is a community that values and respects its members. We appreciate that our faculty, staff, students, alumni/ae, and trustees come from many backgrounds and many parts of the world. We embrace the contributions that differences offer. We are committed to providing a working and learning environment in which all students and all members of the faculty and staff are able to realize their full potential.

The Faculty Handbook contains the following policy statement:

IIT is an Equal Opportunity/Affirmative Action employer. Candidates for promotions and new faculty positions are evaluated by the established academic criteria, and in compliance with federal, state and local requirements. IIT is firmly committed to its affirmative action goals as set forth in its affirmative action plan, which is available in the General Counsel's Office. Without sacrificing academic standards, IIT is mindful of those goals in hiring new faculty. A candidate's membership in a group that is under-represented on IIT's faculty is one of the factors that shall be considered in hiring decisions. Candidates for promotion and/or tenure are evaluated by established academic criteria and in full compliance with all nondiscrimination laws and regulations.

A diverse applicant pool is required when filling faculty positions. The Search Committee should identify clear selection criteria and define a search plan prior to commencing the actual search. The plan should include not only the type and content of advertisements, but also the channels to be used to identify potential applicants. The search is an active rather than a passive process and multiple means should be used to identify potential candidates.

Once a position has been approved, a position advertisement should be created. The advertisement should be clear as to the requirements of the position and time frame for submission. If there is no deadline, the advertisement should state that review of submissions will continue until the job is filled. Additionally, language stating that "Illinois Institute of Technology is an EEO/AA/Title VI/Title IX/Section 504/ADA/ADEA employer committed to enhancing equity, inclusion and diversity within its community. It actively seeks applications from all individuals regardless of race, color, sex, marital status, religion, creed, national origin, disability, age, military or veteran status, sexual orientation, and/or gender identity and expression. All qualified applicants will receive equal consideration for employment" must be included on each advertisement. All ads must be submitted to the Director of Equal Opportunity and Affirmative Action in the Office of General Counsel for review.

The positions should be posted on websites and listservs and in periodicals that advance the interests of women and minorities, such as *Diverse Issues in Higher Education* (<http://diverseeducation.com/>); and *Academic Diversity Search, Inc.* (<http://www.academicdiversitysearch.com>). They can also be listed with professional organizations which provide career resources/job banks to their members such as the American Psychological Association (<https://www.apa.org>) and the National Society of

Black Engineers (www.nsbe.org).¹ Communicating open positions at conferences and with colleagues at other universities and organizations is another means of identifying potential candidates.

Additionally, IIT is a member of the Higher Education Recruitment Consortium (<https://member.hercjobs.org/home>) and has a subscription to the National Registry of Diverse and Strategic Faculty (<https://www.theregistry.ttu.edu>). Faculty positions may be advertised in at both of these sites by contacting the General Counsel's Office. In formulating a search plan, emphasis should be placed on utilizing a broad range of recruitment sources and networks.

Although the entire Committee is responsible for the search, it is recommended that one Committee member take responsibility to insure outreach to women and minority candidates and document the Committee's efforts in this regard.

APPLICANT TRACKING

Applicant tracking is a critical component of the search process. The name of every applicant and the action taken in regard to his or her application must be recorded. (Attachment A) An applicant is a person who requests to be considered for a specific advertised position, submits application materials, and meets minimum required qualifications as stated in the position advertisement.

It is important to request that every applicant complete a Voluntary EEO Survey Form. This request should be made when acknowledging receipt of the applicant's submission. Applicants should be encouraged to complete the on-line version of the survey; however, a supply of hard copies with return envelopes is also available from the Director of Equal Opportunity and Affirmative Action. The on-line survey may be found at the following address: <https://web.iit.edu/general-counsel/eoo-survey>

This survey, if returned, provides equal opportunity data. It will be returned directly to the Director of Equal Opportunity and Affirmative Action and the information will be used only to track the diversity of the applicant pool for the position.

If an applicant meets minimum required qualifications but will not be selected for an interview, the applicant should receive a letter from the Committee expressing gratitude for his or her interest and stating that the application will not move further in the process. It is recommended that a position remain open for no longer than two years. If after this time period there continues to be a need to fill the vacancy, the Committee should close the initial search and begin a new one.

Records for each position including advertisements, submissions, applicant tracking log, and notes, must be maintained for three years.

¹ For a detailed list of professional organizations focused on advancing the interests of women and minorities and other diversity resources, refer to Case Western University's Office of Inclusion, Diversity and Equal Opportunity website (<https://case.edu/diversity/office-for-faculty-diversity/faculty-search-process/tool-kit-for-equitable-searches>).

