

APPENDIX A

SAMPLE POSITION DESCRIPTION

Assistant Professor - History Department

Tenure track position available for Fall, 1990, Ph.D. required. Minimum two years teaching experience. Preference given to applicants with background in contemporary American history. A record of scholarly research, publication or presentations is desirable. Position responsibilities include teaching three courses per semester. Successful candidate will be expected to publish to receive tenure and be involved in university and community service.

SAMPLE ADVERTISEMENT

Assistant Professor of History
Oakland University, Rochester, Michigan

Oakland University's History Department, in the College of Arts and Sciences, invites applications for the tenure track position of Assistant Professor.

Oakland University is a public institution of 12,000 students, with baccalaureate, master and doctoral programs. It is adjacent to the recently developed Oakland Technology Park and convenient to the many social, cultural and recreational activities in the metropolitan Detroit area.

Responsibilities of this position include teaching three courses per semester. Scholarly research and publication is required to receive tenure, as well as involvement in university and/or community services.

Minimum qualifications are a Ph.D. degree and two years university teaching experience. A record of scholarly research publications and/or presentations is desirable. Preference will be given to candidates with a background in modern American history.

Please send vitae to:

Ms. J. Smith, Chair, Search Committee
History Department, O'Dowd Hall
Oakland University
Rochester, Michigan 48309-4401
(313) 370-1234

In order to ensure full consideration, applications must be received by May 1, 1996.

Oakland University is an affirmative action/equal opportunity employer and encourages applications from women and minorities.

APPENDIX B

**OAKLAND UNIVERSITY
FACULTY RECRUITMENT RECORD**

Section A: Departmental Data

Position Title: _____

Position Number: _____

Department/School: _____

Effective Date of Appointment: _____ Tenure Status: _____

COMPOSITION OF SEARCH COMMITTEE

Total# _____ Black _____ Total Other Minority* _____ Female _____ Handicapped _____

(*Minority includes Hispanic, American Indian, Alaskan Native, Asian or Pacific Islander.)

DEPARTMENT EEO DATA					
FULL TIME:	White M/F	Black M/F	Hispanic M/F	Asian M/F	American Indian M/F
Professors					
Assoc Professors					
Asst Professors					
Instructors					

PLEASE ATTACH A COPY OF POSTING OR ADVERTISEMENT.

Dean or director's of ERI approval:

Name: _____

Date: _____

APPENDIX C

Section B: Recruitment Plan

Identify all publications in which this position was advertised, all educational institutions or other organizations contacted, as well as individuals contacted for names of potentially qualified individuals. If any publication or source used is focused toward minorities or women, please indicate. This plan can be expanded during the search.

Name of Contact	Minority	Female
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

APPENDIX C

APPLICANT DATA INFORMATION

Pursuant to Oakland University's Faculty Hiring Procedures, each recruiting college, school or department shall provide the Office of Equal Opportunity with a list of the names and addresses of all minimally qualified candidates that apply for vacant faculty positions. These individuals will be sent the Confidential Applicant Data card. To facilitate this process and ensure timely responses, please provide this information on a regular basis as applications are received. The form below may be completed and sent to the Office of Equal Opportunity, 148 North Foundation Hall, or you may call the office at 370-3496 with the information.

Position Title: _____ Position # _____

Dept: _____ Chairperson, Search Committee: _____

Closing date for receipt of applications: _____

Applicant Name	Date Materials Received
1.	
Address:	
2.	
Address:	
3.	
Address:	
4.	
Address:	
5.	
Address:	
6.	
Address:	
7.	
Address:	
8.	

Address:	
9.	
Address:	
10.	
Address:	

Position # _____

Section C: Candidate Data

Total applicants who meet *minimum* qualifications: _____ #Black _____ #Hispanic _____

#Total Other Minority _____ #Female _____ #Handicapped _____

PLEASE ATTACH A COPY OF YOUR SELECTION CRITERIA.

Applicant pool information for all candidates that are proposed to be seriously considered or interviewed. List name, race, sex and handicap status, if known, and specific reasons why candidate is recommended for serious consideration or interview. (*Attach extra sheets if necessary.*)

Name	To Be Interviewed (Yes/No)	Race	Sex	Handicapped (Yes/No)
1.				
Reason:				
2.				
Reason:				
3.				
Reason:				
4.				
Reason:				
5.				
Reason:				

APPROVALS:

Chairperson, Search Committee: _____ Date: _____

Chairperson, Department: _____ Date: _____
(Where appropriate)

Dean or Director of ERI: _____ Date: _____

Office of Equal Opportunity: _____ Date: _____

Office of the Vice President
for Academic Affairs: _____ Date: _____

Section D: Recommended Candidates

Department/School: _____ Position # _____

Position Title: _____ Tenure Status: _____

Rank: _____ Salary: _____ Effective Date: _____

Names of recommended candidates, *in order of preference*:

1. _____

2. _____

3. _____

A recruiting narrative must be submitted with Section D. An example is found in Appendix A.

APPROVALS:

Chairperson, Search Committee: _____ Date: _____

Chairperson, Department: _____ Date: _____
(Where appropriate)

Dean or Director of ERI: _____ Date: _____

Office of Equal Opportunity: _____ Date: _____

Office of the Vice President
for Academic Affairs: _____ Date: _____

Appendix A

Selection Criteria for Choosing Top 4 Applicants from Minimally Qualified List of 72.

The Recruiting Committee (present: Professor Michael Jones, Professor James Smith, professor Lucy Young, Professor Janet Williams; absent Professor Verne Jules) met to evaluate the 72 applicants. In reviewing the resumes, references, and other documents supplied by the applicants; the following selection criteria were applied.

Ph.D. in appropriate field.

Evidence of experience in teaching target course at undergraduate and/or graduate level.

Demonstrated research record with publications and presentations.

Perceived "fit" with unit needs

Courses to be taught and teaching flexibility.

Potential for interdisciplinary research.

Selection Criteria for Selecting Among Top 4 Applicants.

The top 4 applicants were invited to campus. The final applicant pool consisted of 2 non-minority females, 1 African American female, and 1 non-minority male. One non-minority female declined the invitation to visit campus.

The applicants were evaluated in a number of ways. Each applicant: taught a case analysis in an evening course; presented a research colloquium (advertised and open to all unit faculty); interviewed with departmental faculty, the Director of the graduate program, the Director of OIR; and toured campus facilities and surrounding community.

The Monday immediately following the last applicant visit, Recruiting Committee members conducted a group discussion with the members of the visited class to solicit their evaluations of the 3 applicants.

An applicant evaluation form for each applicant was submitted to all faculty and staff interacting with the applicant. These completed forms were returned to the search committee chair via campus mail.

The Recruiting Committee met to rate the final 3 applicants. The results of that analysis is presented below with summary comments.

Applicants Who Were Invited to Campus.

Name	Strengths	Weaknesses
Mr. X	Good Research Record (2 pubs, 5 pres). Research Area is mainstream. Interacted well with Faculty. Excellent recommendations. Has teaching experience. Has completed Ph.D. Industry experience.	Some question of research "fit" with other faculty for interdisciplinary work. Students rated him lowest of 3 applicants in teaching ability. No record of teaching perf. Some questions as to his motivation to fulfill service commitments since he asked how much time did he have to spend on campus. Industry experience is not directly related to field.
Ms. Y	Good rapport with students. Very personable. Good faculty interviews. Good recommendations.	Research record of concern. Has 3 presentations and no publications. Research subject is not main stream. Has not collected data for dissertation. Interests may not permit interdisciplinary work. No record of teaching performance.
Ms. Z		Declined invitation to visit campus.
Ms. X	Best research record (6 pubs, 6 pres, 1 under review) Mainstream research topic. Good oral research presentation. Potentially good cross-disciplinary research. Rated highest teaching performance by students. Received a teaching award at current university. Good recommendations.	Has not yet analyzed dissertation data.

Summary:

Ms. X was selected by the Committee as having both significantly better research and teaching performance than the other 2 applicants. She has more publications and presentations and has already begun a research stream with 1 additional article currently under review. She was considered by students to be the best teacher among the three because they felt she was better organized, seemed to have better command of the material, used prepared overheads, managed the class time well, and presented a good summary at the end of class. The Committee weighed heavily the Teaching Award as being objective evidence that she was a promising teacher.

**COMMITTEE
SEARCH ASSESSMENT CHECKLIST**

Task I Develop the Search Strategy	Yes	N/A	NO	COMMENTS/NOTES
Have you met with the Office of Equal Opportunity to discuss Oakland University faculty hiring procedures?				
Have you determined application and nomination deadlines and interview schedule?				
Have you listed potential data sources and target organizations and institutions?				
Have you specified sufficient sources for identifying minority and female candidates?				
Have you identified internal sources for potential candidates or referrals?				
Have you sought out electronic data bases?				
Have you determined what information you will require from candidates?				

Task II Develop the Position Description and Selection Criteria?				
Does the description include the University Equal Opportunity Statement?				
Are the selection criteria related to the essential qualifications and duties of the position?				
Have you prioritized the selection criteria?				
Is the position description written to attract the widest range of candidates?				
Is the position description diversity sensitive, unbiased and inclusive?				
Are the essential qualifications demonstrable, objective and/or measurable?				
Can the candidate be found in the real world?				
Task III Post and Advertise				
Has the position been posted in a range of journals,				

publications and other media?				
Has the committee identified key conferences and other events where the information can be shared?				
Have sources to enhance diversity been included?				
Has the committee appointed someone to coordinate this function?				
IV Source and Recruit				
Have you contacted minority and female caucuses within professional organizations and associations?				
Have you contacted minority and female scholars and administrators both external and internal?				
Have you involved alumni and community leaders as sources?				
Have you sent representatives to pertinent minority and female oriented conferences occurring during period of the search?				
Have you included				

phone and personal contacts as a key vehicle for sourcing and recruiting?				
Have you made direct contact with sources for enhancing diversity?				
Has committee pro-actively called other universities concerning this position?				
Has committee distributed advertisement to the rest of the department and asked for nominations?				
Task V Screen and Evaluate the Pool				
Have you developed a screening instrument to review applicants?				
Have you generated a sufficient pool of minority and female candidates to assure diversity in the final pool?				
Have you documented who was screened out and why?				
Has committee submitted names				

and addresses of minimally qualified individuals to the Office of Equal Opportunity in a timely fashion?				
Task VI Conduct Interviews and Select Finalists				
Have you prepared standard interview questions to be used with all candidates?				
Have you prepared a rating sheet?				
Do the interview questions pertain to the requirements of the position?				
Have you reviewed interview questions for bias?				
Have you verified education and prior employment?				
Have you assigned responsibility for reference checking?				