

Revised Guidelines for Recruitment of T/TT Faculty¹

Effective Fall 2019

1. Applicants are required to submit a separate statement of advancing diversity and inclusive excellence. Sample for advertising copy:

*The University of Vermont is especially interested in candidates who can contribute to the diversity and inclusive excellence of the academic community through their teaching, service and research, scholarship, and/or creative arts. We are an educationally purposeful community seeking to prepare students to be accountable leaders in a diverse and changing world. Members of the University of Vermont community embrace and advance the values of Our Common Ground: **Openness, Respect, Responsibility, Integrity, Innovation, and Justice**. The successful candidate will demonstrate a strong commitment to the ideals of accessibility, inclusiveness, and academic excellence as reflected in the tenets of Our Common Ground.*

2. The chair of the Search Committee must have completed AAEO training within the past two academic years, and other Search Committee members within the past three academic years.

3. Description of the Search Process: Include plan for networking, broad outreach, and specific actions the department will take to widen its pool of applicants; describe any changes implemented since last search by the unit and the expected outcomes of those changes.

4. Recruitment plan submission must include rubric for each step of evaluation, and any other information pertinent to the evaluation of candidates.

5. Search committees are required to evaluate, and weigh accordingly, all information provided by the candidates (including the diversity statement) during the first round of review.

6. Request for Interview Authorization must include approved rubric with the review average score for each criteria, for each candidate for interview and possible interview. Include ranking of candidates, if appropriate.

7. Request for Interview Authorization must include comparison of the applicant pool demographics with the national, discipline-specific demographics.

8. Request for Interview Authorization must include explanation of aspects of the search process that may or may not have led to a diverse pool of applicants.

9. Search committee members are encouraged to prepare, in consultation with department chair and colleagues, an onboarding plan for the finalist.