**FACULTY SEARCH COMMITTEES**

The following are a series of steps that department chairs and search committees should use to help increase the diversity of the School of Public Health faculty. Each step must be documented by the search committee and submitted to Ashlee Harty (hartya@u.washington.edu) prior to an offer letter being sent. Additionally, the diversity committee will monitor activities and provide feedback on a quarterly basis.

1. **Department chairs** should determine whether women and racial/ethnic minorities are underrepresented on faculty at the departmental level, and set departmental priorities for hiring based on this information. Search committees should be made aware of departmental priorities prior to beginning the search.
   **Metrics:**
   - Departmental priorities established
   - Progress toward departmental priorities

2. **New faculty** should be hired using a deliberate search process, which should involve convening a search committee to review and recommend candidates.

3. **Chairs** should ensure diverse representation on search committees. Committees should include a minimum of one student.
   **Metric:**
   - Composition of search committees, including number of women and underrepresented minorities

4. **Search committees** should include recommended language regarding diversity in job advertisements (see below).

5. **Search committees** should market positions widely, including outreach to minority-serving institutions, professional organizations and listservs. Committee members should make personal contact with diverse candidates.
   **Metric:**
   - Document where position is advertised and outreach efforts.
   - Document personal outreach to candidates.

6. **Search committees** should recruit candidates until applicant pool includes adequate representation from women and underrepresented minorities and reflects the hiring priorities of the department. The department chair will review the diversity of the pool of eligible candidates before candidates are asked to come for campus visits.
   **Metric:**
   - Composition of applicant pools for each search, including the number of women and underrepresented minorities.
7. Search committees should consider diversity in their review of candidates and use selection criteria that include diversity-related teaching, research and service experience. Diversity committee will provide examples of criteria, if needed.
   
   **Metric:**
   
   - Document selection criteria used.

8. Search committees should structure the interview process such that it ensures that candidates meet with a diverse group of interviewers and are made aware diversity efforts within the school and on campus. Diversity committee members are available to meet with candidates during campus visits, if needed.
   
   **Metric:**
   
   - Document candidates’ interview schedule.

**LANGUAGE FOR JOB ADS**

The UW School of Public Health is committed to a diverse academic community. We view diversity as essential to our mission, for more information please see the following website: [http://www.washington.edu/diversity/](http://www.washington.edu/diversity/).

The University of Washington is an Equal Opportunity Affirmative Action employer. The University is building a culturally diverse faculty and staff and strongly encourages applications from women, underrepresented minorities, individuals with disabilities, and protected veterans.