University of Pittsburgh
Office of the Provost

Building a Diverse and Excellent Faculty through Effective and Inclusive Faculty Searches

The *Plan for Pitt* states that the University of Pittsburgh "aspire(s) to be a university that embodies diversity and inclusion as core values that enrich learning, scholarship, and the communities we serve." Each time we recruit a faculty member, we have an opportunity to advance this goal by recruiting individuals who also embody diversity and inclusion as core values.

Considerable research has been conducted about search processes, including research related to implicit and unconscious bias. For information, visit the University of Pittsburgh's Recruiting an Excellent and Diverse Faculty: Resources for Faculty Search Committees or the material on the Office of the Provost website about implicit bias (https://www.provost.pitt.edu/faculty/recruiting-retaining-and-recognizing-faculty/implicit-bias). See also the resources offered through the Office of Diversity and Inclusion (http://www.diversity.pitt.edu), in particular the resources for search committees (https://www.diversity.pitt.edu/education/faculty-recruitment).

Drawing from these resources, the Office of the Provost has developed a checklist reflecting best practices for ensuring a fair and robust search process that promotes diversity and excellence across the faculty.[1] The checklist should be completed and signed by the members of the faculty search committee.

For Provost-area schools, the completed checklist must be included in the packet of information submitted by the dean, campus president, or ULS director to the Office of the Provost along with the *Request to Negotiate*, or as an accompaniment to the *Faculty Recruiting and Equal Employment Opportunity Information (FREEO)* form,[2] **prior** to entering into negotiations with a faculty candidate.

For schools of the Health Sciences, the completed checklist should accompany appointment paperwork submitted to Faculty Records for all full-time faculty appointments.

> ## Link to Checklist for Faculty Search Committees

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[1] A recent article provides an excellent overview of recruiting processes and detailed recommendations. See "Recruiting Diverse and Excellent New Faculty," by Abigail J. Stewart and Virginia Valian, *Inside Higher Ed*, July 19, 2018, https://www.insidehighered.com/advice/2018/07/19/advice-deans-department-heads-and-search-committees-recruiting-diverse-faculty.

[2] The FREEO form replaces the Affirmative Action Summary form in the revised OTP process for reviewing and approving faculty recruitment requests.