As the Associate Dean for Affirmative Action and Employment Initiatives (ADAA/EI), I want to provide all department chairs, secretaries, chairs of searches, and others involved in recruitment and hiring with a one-page checklist that may simplify the process a bit for everyone. The list focuses on the steps necessary to ensure compliance with Colgate’s non-discrimination and Affirmative Action policies.

In addition to following the “Guidelines for Recruitment and Hiring of New Faculty,” issued annually by the Office of the Dean of the Faculty, all persons involved in searches should read the relevant parts of the EO/AA Plan. The complete text of our Equal Opportunity and Affirmative Action Plan can be found on the web at http://offices.colgate.edu/aa. You can also access the site by going to Colgate’s homepage and clicking directly on “Offices and Departments.” Scroll down to Affirmative Action and click. For the full text concerning Hiring Steps, go to the Table of Contents, section III.C.1. You can find copies of the recruitment authorization form and the self-identification questionnaire in Section 4. Attachments.

Paper copies of the Equal Opportunity and Affirmative Action Plan are available in Division Offices, in the Associate Dean of the Faculty’s Office and in the EO/AA Office. If you prefer, you may also request a copy for your department.

A much more comprehensive document regarding Affirmative Action and non-discrimination procedures is the “Guide to Effective Searches,” which is available online under the “Information for Department Chairs” link from the “Dean of the Faculty” website at http://www.colgate.edu/frameset.aspx?nwURL=http://offices.colgate.edu/deanoffaculty/%20.

The following checklist is not a substitute for a careful study and application of the procedures outlined in the Plan. Neither does it replace the Dean’s more substantive guidelines. I do hope, however, that it will be useful as a supplement as you proceed with your searches and hiring this year.
EO/AA CHECKLIST FOR SEARCHES AND HIRING

1. **Meet with the ADAA/EI** (before the Recruitment Authorization Form is circulated) to discuss general hiring procedures, develop a recruitment plan, review effective equal opportunity/affirmative action recruitment and nondiscriminatory interviewing procedures and establish record-keeping procedures.

2. **Define the position.** All tenure-track and Category I faculty participate in the discussions. Formulate a job description that will attract as large and diverse an applicant pool as possible.

3. **Complete the Recruitment Authorization Form** and send it to the Division Director, the ADAA/EI and the Associate Dean of the Faculty for review and approval. Give careful thought to advertising as a means of ensuring a diverse applicant pool.

4. **Acknowledge all applications** as soon as they are received, and send out the Self-Identification Questionnaire (for supplies, call Diane Beach, x7220).

5. **Document the search as applications come in.** Take note of gender and ethnic/racial group to the extent possible. Use the Affirmative Action Recruitment Report form found at the end of the Dean’s Recruitment and Hiring Guidelines, or get one from Diane Beach.

6. **Contact the ADAA/EI** to discuss the applicant pool and the process that will be used to arrive at the short list of candidates prior to the meeting of the search committee to establish that short list. Any affirmative action concerns are addressed at this time, and either the list is approved or there is the recommendation to review/expand the applicant pool.

7. **Contact the Division Director and the ADAA/EI** with the short list of candidates both for initial interviews at national meetings (as much as possible, recognizing that other candidates may present themselves at the meetings) and for on-campus interviews.

8. **Conduct on-campus interviews of candidates,** which include a confidential 1/2 hour meeting with the ADAA/EI or FAAOC representative. Discuss and develop strategies to ensure fairness and equity during interviews with department members. Review the list of acceptable and unacceptable areas of inquiry, found in the printed copies of the EO/AA Plan (pp. 54-56) and updated in the “Guide to Effective Searches.”

9. **Contact the ADAA/EI and Associate Dean of the Faculty for approval** before the offer is extended to the top candidate.

10. **Notify the ADAA/EI** when the candidate has accepted the offer.

11. **Submit the Recruitment Report Form** to Diane Beach within two weeks of completion of the search and hiring process.