

NOTES

Internet Resources for Search Committees



**Kansas State University
Spring, 2011**

KANSAS STATE UNIVERSITY

SEARCH PAPERWORK/FORMS

Appendix 2- Race/Ethnic Identification

<http://www.k-state.edu/affact/Forms/appendix2.htm>

Appendix 8 - Unclassified Faculty and Staff Vacancy Form

<http://www.k-state.edu/affact/Forms/documents/Appendix8.doc>

<http://www.k-state.edu/affact/Forms/documents/Appendix8.pdf>

Appendix 9 - Unclassified Position Announcement Form

<http://www.k-state.edu/affact/Forms/documents/Appendix9.doc>

<http://www.k-state.edu/affact/Forms/documents/Appendix9.pdf>

Appendix 10 - Unclassified Recruitment Plan

<http://www.k-state.edu/affact/Forms/documents/>

[Appendix10.doc](http://www.k-state.edu/affact/Forms/documents/Appendix10.doc)

<http://www.k-state.edu/affact/Forms/documents/Appendix10.pdf>

Appendix 11- Unclassified Appointment Record

<http://www.k-state.edu/affact/Forms/documents/Appendix11.doc>

<http://www.k-state.edu/affact/Forms/documents/Appendix11.pdf>

Appendix 12 - Unclassified Affirmative Action Recruitment Report

<http://www.k-state.edu/affact/Forms/documents/Appendix12.doc>

<http://www.k-state.edu/affact/Forms/documents/Appendix12.pdf>

Appendix 22 - Identification of Minorities, Handicapped Persons, Disabled Veterans, and Vietnam Era Veterans

<http://www.k-state.edu/affact/Forms/documents/CHRevisedApp22011111.doc>

<http://www.k-state.edu/affact/Forms/documents/CHRevisedApp22011111.pdf>

Systematic Review” [http://journals.lww.com/academicmedicine/Abstract/2009/10000/Interven-tions That Affect Gender Bias in Hiring A.36.aspx](http://journals.lww.com/academicmedicine/Abstract/2009/10000/Interven-tions%20That%20Affect%20Gender%20Bias%20in%20Hiring%20A.36.aspx)

Screening and Selection Process to Fill a Classified Position

<http://www.k-state.edu/affact/Recruitment/Classified.htm>

■ Plan and Complete On-Campus Interviews

The Guide to Interviewing

<http://www.k-state.edu/hr/employment/Interviewing.htm>

Search Committee Etiquette

<http://www.insidehighered.com/advice/2010/02/12/brottman>

Isaac, Carol; Barbara Lee; and Molly Carnes. 2009.

“Interventions That Affect Gender Bias in Hiring: A Systematic Review” [http://journals.lww.com/academicmedicine/Abstract/2009/10000/Interven-tions That Affect Gender Bias in Hiring A.36.aspx](http://journals.lww.com/academicmedicine/Abstract/2009/10000/Interven-tions%20That%20Affect%20Gender%20Bias%20in%20Hiring%20A.36.aspx)

■ Recommend the Finalists and Make Offers

Affirmative Action (AA) Position Paper on Selection Evaluating Candidates for Faculty Positions: Qualified vs. Most Qualified

<http://www.k-state.edu/affact/Recruitment/Position.htm>

KBOR policy on background checks

<http://www.k-state.edu/hr/backgrdcheck.htm>

■ Request a Contract and Inform Non-Selected Candidates of Hiring Decision

■ Organize and Store Search Documents

individuals receiving research doctoral degrees from U.S. institutions. It is a resource used frequently to determine the availability of new scholars in a specific field. The data is listed by gender and field, and by race/ethnicity and field.

<http://www.nsf.gov/sbe/srs/ssed/start.htm>

Nemnet is a national minority recruitment firm committed to helping schools and organizations in the identification and recruitment of minority candidates. Since 1994 it has worked with over 200 schools, colleges and universities and organizations. It posts academic jobs on its web site and gathers vitas from students and professionals of color.

<http://www.nemnet.com/>

Rice University ADVANCE Prospective Women Faculty Database - This searchable database contains application entries and CVs of female graduate students and postdocs in various science and engineering fields.

<http://www.advance.rice.edu/database/>

- **Develop Screening and Evaluation Procedures and Forms**
- **Receive and Acknowledge Applications**
- **Request that the Office of Affirmative Action Certify the Pool and Authorize Interviews**
- **Screen and Evaluate the Applicants and Identify Applicants for On-Campus Interviews**

Isaac, Carol; Barbara Lee; and Molly Carnes. 2009.
“Interventions That Affect Gender Bias in Hiring: A

Appendix 24 - Documentation of Recruitment for Affirmative Action Purposes

<http://www.k-state.edu/affact/Recruitment/Appendix24.htm>

AA-28 - Initial Screening of Candidates Prior to Interview

<http://www.k-state.edu/affact/Forms/aa28.doc>

<http://www.k-state.edu/affact/Forms/aa28.pdf>

PER-10 - Affirmative Action Classified Selection Report

<http://www.k-state.edu/affact/Forms/per10.doc>

<http://www.k-state.edu/affact/Forms/per10.pdf>

PER-23 - Position Description (Unclassified Professional Positions)

<http://www.k-state.edu/hr/forms/per23.doc>

<http://www.k-state.edu/hr/forms/per23.pdf>

PER-20 - Faculty and GTA Spoken English Competency Assessment Sheet

<http://www.k-state.edu/hr/forms/per20.doc>

<http://www.k-state.edu/hr/forms/per20.pdf>

PER-38 - Appointment Form

<http://www.k-state.edu/hr/forms/per38.doc>

<http://www.k-state.edu/hr/forms/per38.pdf>

RESOURCES FOR SELECTED STAGES OF THE SEARCH PROCESS

■ Plan and Organize the Search

Reaffirmation of EEO Policy Statement

<http://www.k-state.edu/affact/Plan/policy.htm>

“Searching for Excellence and Diversity: A Guide for Faculty Search Committee Chairs at University of Wisconsin-Madison”

<http://wiseli.engr.wisc.edu/initiatives/hiring/SearchBook.pdf>

Checklist for Student Employment

<http://www.k-state.edu/affact/Recruitment/Student.htm>

■ Implement the Recruitment Plan

Recruitment Suggestions for Search Committees

<http://www.k-state.edu/affact/Recruitment/Suggestions.htm>

Historically Black Colleges and Universities

A list of HBCU's. The colleges and universities in each state are listed in alphabetical order.

http://www.college-scholarships.com/historically_black_colleges_universities.htm

HACU Member Hispanic-Serving Institutions (HSIs)

- For HACU's membership purposes, Hispanic-Serving Institutions (HSIs) are defined as colleges, universities, or systems/districts where total Hispanic enrollment constitutes a minimum of 25% of the total enrollment. HACU's and HSI member institutions are listed on HACU's Web site:

http://www.hacu.net/assnfe/CompanyDirectory.asp?STYLE=2&COMPANY_TYPE=1,5

Hispanic Americans, Native Americans and women. It maintains a large database of available jobs, candidate resumes and information on workplace diversity.

<http://imdiversity.com/>

Journal of Blacks in Higher Education

The on-line version of this journal offers valuable statistics and the ability to advertise available jobs.

<http://www.jbhe.com>

Mellon Minority Undergraduate Fellowship

Program - This program provides an on-line list of minority Ph.D.s in all fields.

<http://www.mmuf.org/>

The Minority & Women Doctoral Directory - A registry that maintains up-to-date information on employment candidates who have recently received, or are soon to receive, a Doctoral or Master's degree in their respective field from one of approximately two hundred major research universities in the United States. The current edition of the directory lists approximately 4,500 Black, Hispanic, American Indian, Asian American, and women students in nearly 80 fields in the sciences, engineering, the social sciences and the humanities.

<http://www.mwdd.com/>

National Science Foundation, Survey of Earned Doctorates

Each year the National Science Foundation, the National Institutes of Health, the National Endowment for the Humanities, the US Department of Education and the US Department of Agriculture issues the results of their Survey of Earned Doctorates (SED). Their report includes data on the number and characteristics of

Americans, African Americans, and Hispanic Americans in all fields and Asian Americans in humanities and social science, is a valuable resource for those looking to hire minorities from these fields. Those listed have completed the Ph.D. within the last year or expect to complete the degree within a year at one of the CIC institutions. <http://www.cic.uiuc.edu/programs/DirectoryOfMinorityCandidates/>

The Faculty for The Future Project

Administered by WEPAN (The Women in Engineering Program and Advocates Network), the website offers a forum for students to post resumes and search for positions and for employers to post positions and search for candidates. The website focuses on linking women and minority candidates from engineering, science, and business with faculty and research positions at universities.

<http://www.engr.psu.edu/fff/>

Ford Foundation Fellows - Ford Foundation Fellows recipients include Alaskan Natives (Eskimo or Aleut), Native American Indians, Black/African Americans, Mexican Americans/Chicanos, Native Pacific Islanders (Polynesian or Micronesian) and Puerto Ricans in physical and life sciences, mathematics, behavioral and social sciences, engineering, and humanities. This database only includes those awards administered by the National Research Council.

<http://nrc58.nas.edu/FordFellowDirect/Main/Main.aspx>

IMDiversity - Formerly known as the Minorities' Job Bank, IMDiversity.com was established by the Black Collegian Magazine. The site is dedicated to providing career and self-development information to all minorities, specifically African Americans, Asian Americans,

American Indian Higher Education Consortium - AIHEC is the collective spirit and unifying voice of our nation's Tribal Colleges and Universities (TCUs). AIHEC provides leadership and influences public policy on American Indian higher education issues through advocacy, research, and program initiatives; promotes and strengthens Indigenous languages, cultures, communities, and tribal nations; and through its unique position, serves member institutions and emerging TCUs.

<http://www.aihec.org/>

Future Black Faculty Database (FBF) - Database developed at UC Berkeley which contains records of doctoral candidates, recent graduates, and professionals of African descent seeking tenure-track university faculty positions. The Black Faculty Database contains contact information for faculty of African descent who support the exchange of resources among future and current faculty members. Access to database is free.

<http://bgess.berkeley.edu/faculty/>

AAMC Recruitment Services --includes mailing labels for faculty with specified characteristics (such as department or specialty).

<http://www.aamc.org/data/facultyroster/>

American Association of University Professors

<http://www.aaup.org/AAUP/issues/diversity/div-aa-resources.htm>

American Association of University Women

http://www.aauw.org/act/issue_advocacy/actionpages/affirmativeaction.cfm

Association of Public and Land Grant Universities

<http://www.aplu.org>

Women in Higher Education

<http://www.wihe.com/>

National Association for Equal Opportunity in Higher Education

<http://www.nafeo.org/community/index.php>

Committee on Institutional Cooperation

<http://www.cic.net/Home/Students/DoctoralDirectory/Introduction.aspx>

National Center for Educational Statistics

<http://nces.ed.gov/>

Discipline-based organizations:

All academic disciplines have professional organizations associated with them. Many have subcommittees on women and/or people of color. In addition, most have both national and regional meetings, newsletters, email mailing lists and web sites. These organizational resources can be key in departmental recruiting efforts. Poll faculty members to determine which organizations are active in the discipline area related to the open faculty position. Distribute job announcements to regional contacts or committee chairs. Follow-up with phone calls to discuss the department's needs and how best to identify promising scholars in the field. Examples of discipline-based organizations include:

American Educational Research Association - Special Interest Groups 1) Research on Women and Education, 2) Research on Black Americans, 3) Re-

search on the Education of Asian & Pacific Americans, 4) Hispanic Research Issues, 5) Critical Examination of Race, Ethnicity, Class, & Gender in Education

<http://www.aera.net>

American Physical Society - Committee on the Status of Women in Physics, Committee on Minorities in Physics

<http://www.aps.org/>

American Political Science Association - Sections on Women & Politics, and Race, Ethnicity & Politics

<http://www.apsanet.org/~rep/>

Association for Women in Science

<http://www.awis.org>

Society of Women Engineers

<http://www.swe.org>

Society of Hispanic Professional Engineers

<http://www.shpe.org>

American Indian Science & Engineering Society

<http://www.aises.org>

National Society of Black Engineers

<http://www.nsbe.org>

Publications/Web Sites:

The Directory of Minority Candidates

An on-line directory of minority Ph.D, M.F.A., and M.L.S. candidates and recipients at schools that are a part of the Committee on Institutional Cooperation (CIC). The Minority Directory, which is open to Native