

FRANKLIN COLLEGE OF ARTS & SCIENCES

BEST PRACTICES FOR FACULTY RECRUITMENT: The Campus Visit

Upcoming Search Committee Training:

- Fri, Dec 1, 11-1 pm;
- Tue, Dec 5, 1-3 pm
- Thu, Dec 7, 9-11 am;
- Wed, Jan 3, 9-11 am

Register at:

<https://docs.google.com/spreadsheets/d/1bZzfNYzTxwWiGTk6grQEORdJu8Rjtcd29CCiou2-uLs/edit?usp=sharing>

Campus Visits:¹

- Be aware of inappropriate topics that should be avoided:
 - race, color, ethnicity, gender, gender identity, sexual orientation, national origin, religion, age, veteran status, and disability
 - marital and family status – including pregnancy and child care issues
 - height or weight (unless this information is demonstrably job-related)
 - friends or relatives working for this institution
 - arrests and convictions
 - political views
 - financial data
 - organization membership or affiliations, except those professional organizations and affiliations related to and/or required for the position
 - any inquiry into the candidate's place of residence
- Have a diverse team, in addition to those on the search committee, available to respond to questions or concerns that may be raised
- Remind everyone that the interview process continues throughout the candidate's visit, including social gatherings, conversations while moving the candidate from one place to another, and during meals, etc.

- Distribute P&T criteria.

Things to keep in mind:

- Recruitment occurs in 2 stages. At the time of the visit you have passed the administrative stage (applicant attraction) and are entering the evaluative stage (mutual evaluation). Your responsibility is to continue to market your department and the institution to the applicant and identify ways to help them see themselves as part of our community and how their career potential can be realized here.
- Diversify the itinerary. If you know ahead of time that your candidate is from an underrepresented group, try to find ways to incorporate similar others into their itinerary. Applicants appreciate being exposed to role models and potential mentors. I am available to meet with faculty candidates from any division of the college.
- There are multiple models and avenues to success. Great applicants may emerge from institutions where you have never recruited or may have personal histories that are different from those of the currently faculty. These differences do not impede their ability to be successful. Our job is to ensure everyone has an equal opportunity to succeed and to not limit others' opportunity for success based upon our own experiences. Keep an open mind!
- Faculty are 'whole people' who frequently come with family members. They are seeking to find institutions where they can be successful and communities where their families are embraced and will flourish. Their needs, priorities, and preferences may be different from your own and the preferences of your current faculty. Those differences say nothing about their career or work commitment. Again, expose faculty candidates to the diversity of options available across communities, school districts, and school types. For example a good realtor will ask what someone is looking for in a community rather than make assumptions.

¹ https://eoo.uga.edu/search_committee_guidelines [ACCESSED 11/12/17]