

College of Agricultural Sciences
Search Process Guidelines to ensure
Advancing Student, Faculty, and Staff Success through the Lens of
Equity, Diversity, and Inclusion

The College of Agricultural Sciences is fully committed to the University's belief that we need to hire in a different way in order to enhance learner success and advance the diversity of our faculty and staff. In order to achieve this end, the College of Agricultural Sciences will include specific expectations in new position descriptions, add preferred qualifications to position announcements, and implement new search procedures where appropriate

These guidelines apply to all positions approved through the College's priority staffing process (including those funded through the Oregon Extension Service and the Agricultural Experiment Station). We intend that other searches (as detailed below) will also follow good search advocacy processes.

I. All priority staffed positions, effective immediately:

In the position announcement, please specify that letters of application speak to each required qualification [this can also be added as a special instruction].

Please add the following language to:

Position Description: Add statement:

"College of Agricultural Sciences faculty are committed to enhancing student success by engaging students in quality academic, research, internships, global studies, and other experiential learning opportunities. Positions with primary responsibility for extension and outreach are likewise committed to learner success through programming appropriate for diverse audience."

Additional Required Qualification: Add statement within the first three listed:

"Commitment to promoting and enhancing diversity."

Additional Preferred Qualifications: Add statement:

"Record of/commitment to work with underrepresented/underserved students or other audiences."

"Life experience, education, or training that broadens capacity to equalize student success or impact underserved audiences."

Search Processes: <http://hr.oregonstate.edu/search-excellence> is your reference for searches.

Please follow these guidelines:

1. *Search Committee Chairs must have completed Search Advocate Training.*
2. *In addition, an independent Search Advocate from outside the hiring unit must also be a part of the search committee.*
3. *Unit leaders are expected to provide administrative assistance to search committees in developing a diverse list of potential applicants to recruit. (This would include using professional association contacts and others.)*
4. *Search committee members and members of the home unit are expected to utilize personal contacts and networks to identify potential candidates and encourage applications from underrepresented groups.*
5. *Phone interviews of top candidates prior to finalizing the recommended interview list are strongly encouraged.*
6. *The Dean and/or Associate Deans will review and approve each pool and campus interview list prior to scheduling interviews to ensure alignment with diversity and student success goals. Applicant pools that are not diverse may result in a restart of the search.*

Note: Please ensure this is added to recruitment materials:

“Oregon State University’s commitment to student success includes hiring, retaining, and developing diverse faculty to mentor and educate our undergraduate and graduate students from entry through graduation. Our Strategic Plan (<http://oregonstate.edu/leadership/strategicplan/phase3>) articulates the strategies we believe critical to advancing and equalizing learner success. The College of Agricultural Sciences is likewise committed to success of all learners accessed through its extension and outreach programs.”

Extension Faculty positions filled through Extension Administration also requires the standard language currently used for recruitments

II. Positions other than Priority staffed:

It is the College’s intent that good search advocacy processes be applied to all recruitments. It is recognized that the nature of the position, size of search committee, and breadth of recruitment will vary. We are also aware that we need to increase the number of Search Advocates available to assist in searches within and outside the college; units are encouraged to ensure that their units have a sufficient number of representatives from a breadth of appointment types.

1. Instructors (exception is made for hiring from an Instructor Pool; units are encouraged to recruit

instructors to this pool that represent our goals to increase our faculty diversity): Effective immediately

- a. A minimum of one member of the search committee should have Search Advocacy training
- b. By September 1, 2015, chair should have Search Advocacy training
2. Professional Faculty: Recommend immediately, required by September 1, 2015
 - a. A minimum of one member of the search committee should have Search Advocacy Training
3. Faculty Research Assistant/Associate: Recommend immediately, required by September 1, 2015.
 - a. A minimum of one member of the search committee should have Search Advocacy Training
4. Classified positions: Recommend immediately, required by September 1, 2015
 - a. A minimum of one member of the search committee should have Search Advocacy Training

Please note that Search Advocacy training must be kept up to date; details of this may be obtained from Anne Gillies, Office of Equity and Inclusion.

CAS Deans' office contact: Bill Boggess, Executive Associate Dean

Working Search Process Guidelines finalized by College of Agricultural Sciences Dean's office: 3/06/15