**FACULTY SEARCH PROCEDURES UCI September 29, 2020**

**Department of Earth System Science**

The following procedures help guide the academic recruitment process for appointments in the Professor series. These procedures complement, but do not replace the General Recruitment Guidelines of APP 2-10 and Best Practices delineated by the UCI Advance Program for Equity and Diversity (http://advance.uci.edu/recruitment.html). These procedures reflect practices that have been put in place by the ESS department over the last several years without a written record.

The description of the Search Committee and its protocols below apply to openly searched positions. In addition, there are hiring initiatives that do not involve searches but are targeted to specific individuals, such as Distinguished Professor, PPFD, or specifically named High Impact Hires. ESS faculty are encouraged to pursue hiring initiatives as they become available. Such proposals should include a statement as to how the hire would affect ESS strategies, and it must allow for input from all faculty prior to submission of material to leadership and campus. When an individual is to be proposed to be hired via a hiring initiative (without a search process), the name and CV of the candidate should be circulated among the Senate faculty and discussed at a faculty meeting. Following the faculty meeting, an anonymous online survey will be used to gauge support for the proposed candidate.

**COMPOSITION OF THE SEARCH COMMITTEE**

The department Chair will appoint a Search Committee and a member to serve as Chair of the Search Committee. Search Committees shall include 4-6 faculty members that includes expertise in the search area, other ESS expertise, plus a diversity of faculty rank, gender, and other aspects of inclusivity. This latter requirement, however, shall not be invoked to the detriment of any faculty member who might be called on for each and every search. The Search Committee does not include all experts in the search area, nor necessarily all forms of diversity. It is tasked to provide inputs and recommendations to the entire department.

**RESPONSIBILITIES OF THE SEARCH COMMITTEE**

The committee members agree to rank all the candidates in a fair and unbiased manner in order to prepare a long-list to submit to the department as a whole. The rankings can include ties. The Search Committee must present its rankings to a faculty meeting and explain their criteria. They should also give a summary (which can be a consensus or allow for individual member rankings), describing the candidate strengths and weaknesses in terms of fitness for the advertised position, research, teaching, and diversity/inclusion.

**THE SEARCH**

The role of the Search Committee is to serve the faculty of the department in recruiting a strong pool of candidates for the advertised position and in reviewing files for the faculty’s consideration. The Search Committee will complete the following, in compliance with the guidelines of APP 2-10 and UCI Advance’s best practices:

1. *Planning the search*: The Search Committee will meet with the Chair and Equity Advisor to discuss the search strategy.
2. *Drafting the search ad*: On behalf of the faculty, the Search Committee will draft the search ad and develop recommendations for where the ad should be placed. The committee will circulate the ad and recommend sites for its distribution to the faculty for feedback. The committee will use the list of recommended sites that has been developed in prior searches by the Department and by the School to increase the diversity of the applicant pool. Once faculty feedback has been incorporated and the ad is approved by the Chair and the Equity Advisor, it will be submitted for University approval and posting.
3. *Developing the applicant pool:* The Search Committee is primarily responsible for developing a strong applicant pool, with the assistance from the wider faculty. The Search Committee should plan to contact potential candidates as well as senior scholars who may be aware of potential candidates. The Search Committee will employ recommended lists and sites to advertise the job in order to increase the diversity of the applicant pool.
4. *Reviews files*: The Search Committee is responsible for careful review of each file. The Search Committee will identify top choices and optionally others that may merit discussion. The Search Committee will rank eligible candidates (those meeting the stated search criteria) based on fitness for the advertised position, research, teaching, and diversity/inclusion. They will present their rankings (consensus or individual) to a faculty meeting and explain their criteria. They should also give a summary of the candidates who might be placed on the extended shortlist.
5. *The extended short list:* The committee will share an extended short list (about 10-15) of potential candidates with faculty and ask if any other names should be raised for consideration (see selection section below). Faculty will have up to 7 days to review the candidates’ files and send feedback to the Search Committee on the merits of the candidates. Faculty members are welcome to suggest other candidates to the Search Committee for consideration. It is at the Search Committee’s discretion to modify the list based on additional faculty input.
6. *Short list*: Based on feedback from faculty, the committee will then select a short list (4-7) of potential candidates for an interview and possible campus visit. The Search Committee will summarize the strengths of the short-list candidates at a faculty meeting or in writing separately. Following a faculty meeting when all faculty can question the Search Committee, the Search Committee will finalize the short list.
7. *Documenting the search*: The Search Committee will prepare a report on the process that was used, how it was implemented, advertising, reaching out, applicant pool, selection and final results. This report, including the short list, will be submitted to the Equity Advisor for their approval of the search. After clearance from the EA, the candidate interviews, selection and recruitment process can begin.

**INTERVIEWS & CAMPUS VISIT**

The Search Committee Chair shall work with the Department Office and Chair in arranging the visit and identifying with whom the candidate should meet, including faculty from other units. The visit will include as many faculty members as possible to accommodate within the schedule, a meeting with the graduate students, and a round table with all faculty. Campus visits are carried out in accordance with UC regulations and applicable law. The University of California recommends that consistency be held across searches. See the addendum for typical schedules.

**POST-INTERVIEW & CANDIDATE SELECTION**

* Department staff will solicit comments from graduate students regarding the same criteria as the Search Committee (on fitness for the advertised position, research, teaching, and diversity/inclusion), which will be reviewed at a faculty meeting.
* After the final candidate visit, the Search Committee will re-evaluate each candidate, summarizing the strengths and weaknesses, and present an adjusted ranking(s) to start the discussion at a faculty meeting.
* The Search Committee will prepare a report on the process, including a self-evaluation of how well the goals of the recruitment were met, including diversity and inclusion.
* The faculty as a whole will discuss the candidates and make a recommendation. The ranking process will follow a two-step procedure.

1. In the first step, faculty will evaluate which candidates are fit for the ESS department. Candidates who receive “60% + 1” of the cast votes qualify. Every effort will be made to collect votes from all faculty, even if they are unable to attend the meeting. (60% + 1 means that with 10 votes cast, 7 votes must be in favor; for 11 votes cast, 7 votes must be in favor, for 12 votes, 8 must be in favor). If no one passes this first step, then another faculty meeting will be scheduled to discuss the next step.
2. In the second step, faculty will rank the fit-for-ESS candidates in order with the understanding that if the top-ranked candidate is not hired, then we will move to number two, and so on. The top-ranked candidate will receive “50% + 1” of the votes cast (with 10 votes cast, this means 6 votes in favor). Faculty will then vote to rank the remainder of all the fit-for-ESS candidates. If no candidate receives 50%+1, the faculty present must make an immediate decision as to how to move forward with the search.

* The Search Committee or other designee will prepare the department letter to the Dean and Provost recommending appointment level and step. The Chair will write a separate letter.
* The faculty will vote electronically Yes/No/Abstain/Absent on the department letter. This vote shall occur as soon as possible through electronic survey conducted by staff as for any AP case. The Chair vote is counted separately along with the Chair letter.
* If the top candidate cannot be hired and there is a second-ranked candidate who is judged fit-for-ESS, then this procedure will be repeated. This can be repeated as long as there are such candidates.

**NON-DISCRIMATION IN SEARCHES**

Search Committee members and faculty must not discriminate against applicants on the basis of any of the following protected characteristics: Age; Marital Status; Ancestry; National origin; Citizenship; Race; Color; Religion; Sex (includes sexual orientation, gender identity or expression, pregnancy or pregnancy-related condition (including lactation), or a sex stereotype); Physical or mental disability; Status as a covered veteran; Family structure/parenthood.

These issues shall not be discussed in interviews, conversations, or discussions unless raised by the applicant.

**CONFIDENTIALITY IN SEARCHES**

All department discussions in regard to searches and appointments are confidential, both during the search and in perpetuity.

**VOTING GUIDELINES**

The majority rules of the voting bylaws for ESS approved in 2018\* will apply to select candidate eligible for hiring and the top-ranked candidate(s).

\* https://www.ess.uci.edu/sites/default/files/Voting%20Procedures%20in%20ESS.pdf

**ADDENDUM: Typical Schedule for Candidate Visits**

*The Night Before.* The candidates arrive the night before the job talk. Optionally, the Search Committee Chair or designee will meet with candidates that evening to help the candidate prepare for the visit and present an updated agenda.

*Visit days.* A typical 2-day visit will consist of the following:

1. The candidate will have breakfast at the hotel prior to being picked up by faculty member volunteer and brought to campus.
2. The candidate will have an individual meeting with the Chair and with ESS faculty and faculty from other departments as needed on day one and two.
3. The candidate will present his/her job talk on day one.
4. The candidate will have lunch with the graduate students and dinner with faculty members (typically up to 3) on day one.
5. On the second day, the candidate will have a round table meeting with all faculty.
6. The candidate will visit University Hills housing (if time allows).
7. After dinner on day two (optional, depending on candidate's travel schedule), the candidate will either depart for home or return to the hotel for departure the next day.