Equitable Searches and Hiring Training FAQ

1. What is the structure of the training?

The training is led by **Laura Heider, Assistant VP** of the Office of Diversity and Inclusion. It is conducted in **two parts**, each lasting **90 minutes**, for a total of three hours:

- **Part I:** 3 sessions are offered each Fall, Winter and Spring quarter to all faculty members. This session provides an overview of equitable search practices, which includes discussions and foundational principles.

- **Part II:** A hands-on workshop specifically for formed search committees, covering activities like **creating search agreements** and **evaluating candidate criteria**.

2. How often is the training offered?

- **Part I** is offered three times each quarter.

  Please click on the following link to sign up for upcoming sessions:
  https://forms.office.com/r/sL1hnq36Vs

- **Part II** is scheduled with each search committee, provided that all members have completed Part I. Part II can be scheduled once all members have completed Part I.

3. What are the objectives of each part?

- **Part I:** Lays the groundwork for equitable searches and provides **three-year certification** upon completion.

- **Part II:** Focuses on applying the learned concepts in a specific hiring context. It involves the development of search agreements and detailed evaluation of candidate criteria.

4. Is the training mandatory?

- Yes, **all faculty search committee members** are required to complete both parts under the protocols of **Reigniting Our Strategic Directions Goal Four: Promote Inclusive Excellence**.

5. Who should take the training?

- We suggest **all faculty members** complete Part I, regardless of current committee involvement. The Part I certification is valid for three years and helps expedite the hiring process when new search committees are formed, ensuring readiness to participate in Part II.

6. Who is exempt from completing Part I?

- Members who already hold a valid Part I certification (within three years) are exempt from retaking it.

7. How is the training offered?

- Both Part I and Part II are available **via Zoom** or **in-person** to accommodate preferences and schedules. Please confirm the mode of your session when registering.

8. How do we confirm completion of Part I?

- The ODI issues a **certificate valid for three years** via email to those who complete Part I. Alternatively, you may contact ODI with a list of your search committee members, and records can be verified.

9. What if a committee member cannot attend the full 90-minute session?

- Full attendance for each 90-minute session is required to meet completion requirements and to ensure all essential content is covered. Partial attendance does not fulfill the certification requirements. There are NO exceptions!

10. If I've completed Part II in the past, do I need to take it again for a new hiring position?

- **Yes.** Part II is tailored to each specific hiring position, so it must be repeated for each new search committee assignment to customize the search agreements and criteria to the role.

11. Can we split Part II into multiple sessions?

- **No.** Part II is intended as a single, cohesive session. It's essential for all committee members to be present throughout, enabling them to have an in-depth, collaborative conversation about the qualifications and qualities sought in the hire, and to establish agreements together.

12. Can Part I and Part II be taken together?

- **No,** Part I and Part II must be scheduled separately. Part I is a prerequisite for Part II, and all members of the search committee need to complete Part I before scheduling Part II.

13. How do I schedule Part II for my committee?

- We will provide a **booking link**. Please select the **Search Committee booking option for 90 minutes** to access the most up-to-date available times for Part II. If you're unable to find a suitable time, feel free to email us, and we will do our best to accommodate your schedule.

- In the **"Add any special requests"** area**,** please list all members of your committee in the box. We will send a calendar invite to all members with the proper zoom link.

- **Booking Link:**
  https://outlook.office365.com/owa/calendar/SearchCommitteeTrainingPartIIBookings@redhawks.onmicrosoft.com/bookings/