Recruiting and Hiring Exceptional Teacher-Scholars for Mission Flowchart

**Provost**
- Approves funding for position.

**Dean**
- Authorizes department to conduct search.
- Department selects a diverse, mission-oriented search committee, along with a strong, well-qualified search committee chair. Dean provides formal charge to search committee and department chairs, communicating the following:
  - Expectations for any required position elements;
  - Expectations regarding communication between the dean and department during the search process, specifically the points at which dean approvals are needed;
  - Expectations for the number of candidates to be invited to campus, contacting references, and budget for the visit;
  - Expectations regarding the format of the department vote in accordance with the Faculty Handbook and department by-laws.

**Academic Department**
- Participates in a Recruiting and Hiring Exceptional Teacher-Scholars for Mission Workshop that includes strategies to mitigate implicit bias during search process.
- Develops specific, measurable hiring criteria to develop an evaluation rubric and ensure a fair and thorough review of applicants and finalists.
- Develops and gains consensus on educational goals for the position.
- Prepares the Dept Review Report, Proactive Recruitment Plan, and position announcement using LMU's definition of recruiting and hiring for mission, educational goals for the position, and the evaluation rubric. Submitted through PeopleAdmin.
- Reviews the applicant pools with mission and diversity in mind, using strategies to mitigate bias.

**Search Committee Chair and Faculty**
- Consults with Dean regarding final candidates to be invited for campus visit.
- Contacts references, as applicable.
- Prepares a written summary analyzing strengths and weaknesses of each candidate in relation to job description and evaluation rubric.
- Interview candidates.
- Reviews department materials (i.e., vote, summary, feedback) and meets with department chairs and search committee chairs as needed and makes offers.

**Vice Presidents for Intercultural Affairs and Mission and Ministry**
- Provides workshops, resources and other support related to recruiting and hiring teacher-scholars.

**OIA**
- Approves position announcement through PeopleAdmin.
- Provides consultation and support, as needed.
- Provides online feedback form for (a) campus visit and (b) evaluation of the search process.

**Office of the Vice President for Intercultural Affairs, April 2019**