It is the goal of the University to identify, recruit and retain highly qualified, talented, and diverse faculty, for positions in all academic fields. The Dean and Department Chairs are responsible for monitoring actions of search committees to ensure those faculty follow established guidelines.

The Dean, department chairs, and search committees are responsible for ensuring that equal opportunity is afforded to all candidates to further the University's goal, of identifying and recruiting diverse, qualified and talented faculty. Actions must be in accordance with the recruitment plan developed by search committees and approved by the Dean for Category 1b, Ranked NTT hires.

In order to present a diverse applicant pool to the AAO for approval, search committees are responsible for actively engaging in efforts that include:

- Proactively communicating the availability of positions to a broad and diverse range of qualified candidates.
- Developing strategies to attract available members from underrepresented groups.
- Making personal contact with potential candidates who are from underrepresented groups to encourage them to apply for the position.

Search Process:

A. Search Committees

- The Dean ensures that a diverse faculty search committee has been appointed based upon the recommendations submitted by the department chair.
- The department chair will select a member to act as chair of the search committee.
- Search committee members will be Tenured or Tenure-Track faculty, unless otherwise determined by the Dean.
- Search members may include faculty or subject matter experts from other departments or institutions if approved by the Dean.
B. Equal Opportunity Advocates

- An Equal Opportunity Advocate will be appointed from a list of active & trained advocates which is provided by the Diversity Office.
- The Advocate should be a faculty member from a different department from within the college unless otherwise determined by the Dean.
- It is preferred that Advocates be tenured faculty.

C. Dean/Department Chairs/AAO

- The AAO will make every effort to train department chairs, search committees, and departmental administrative support staff on the appropriate procedures in the search process and acceptable guidelines for screening and recommending applicants.

D. Recruitment Plan

The recruitment plan is prepared by the search committee and outlines the strategy for recruitment efforts and where position will be advertised. The objective of the recruitment plan is to identify recruiting efforts to obtain a broad and diverse pool of candidates. Upon request, the AAO will provide names of organizations and publication that target women and minorities.

Advertisements:

The position advertisement will contain the following required elements:

- The name of the position/rank
- The deadline or closing dates.
- The “Required Qualifications” with descriptions of the knowledge, skills, and abilities for the position.
- A detailed description of information candidates must submit.
- Advertisements of more than one rank or position require one stand-alone paragraph for each rank.
- A statement on how ABD’s (all but dissertation) are to be handled and the required date of the doctorate, if ABD will be included.
The following statements must be included in the ad:

- UMKC is an equal access, equal opportunity, affirmative action employer that is fully committed to achieving a diverse faculty and staff.
- Applicants who are not U.S. citizens must state their current visa and residency status.
- To Apply: Applications will only be accepted online. To apply, please go to: http://tinyurl.com/umkcjobsearch. Please attach Cover letter, Curriculum Vitae as one document for the “Resume” attachment. You may address your cover letter to: (You would use Search Committee Chair), Chair of Search Committee. For inquiries, please call (number here) or (email address here).

Note: It is important that you retain the original advertisement from A PROFESSIONAL NATIONAL JOURNAL in the event the hire is a foreign national. The advertisement must include the name and date of publication, and must state the job title, duties and requirements. This is required as part of the documentation for permanent residency filings.

Applicant Pools:

1. Applicants who do not provide all required documentation must be contacted as soon as possible to request the missing documentation. Application packets may not be reviewed by the search committee until the applicant submits all required documentation specified in the advertisement. All contact with the applicant must be documented. Dated e-mails are acceptable.

2. All applicants whose files are complete must receive full and consistent consideration by the search committee. If a position has a rolling deadline, you must continue to review all complete applications until the position is filled; even after providing the short list to the Dean.

3. All committee deliberations are confidential and discussions about applicant qualifications should not be discussed with individuals who are not members of the search committee. Failure to maintain confidentiality could result in the closure of a search. After deliberations, the search committee may summarize qualifications to the general faculty in the department.
All pools must be certified prior to submitting names for the short list.

Short List:

- Search committees will use checklists and make written assessments of candidates. Screening and advancing candidates will be based on job-related criteria without regard to subjective judgments or impressions. Discussion during the process is critical to ensure that no single person can eliminate a candidate based on a non-job-related bias.

Search committees will develop a short list of the best-qualified applicants and make recommendations by memorandum for the Dean’s approval, through the Department Chair, listing strengths and weaknesses, vita and credential files. The chair will supply the Dean with a supporting memorandum along with the committee’s recommendation documents. The Dean will review the short list and supporting documents for approval or recommend which candidates should be brought in for interviews and return it to the search committee so they may proceed with the interview process. No interviews should be conducted prior to this approval.

Candidate Interview:
The purpose of the campus interview is to seek job-related information for a fair evaluation of all candidates. Department chairs are responsible for ensuring notes of interviews and relevant documents are kept in the recruitment file. Screenings of potential candidates at conventions or professional conferences are considered part of the interviewing process and subject to all guidelines.

- Interviews cannot begin until the short list has been approved
- Search committees will develop questions that are to be asked in a consistent manner to all candidates interviewed. Participation of all committee members and the advocate is encouraged at each interview to enable a fair comparison and vote for all candidates interviewed.
- All candidates should be offered the opportunity to meet with faculty members not on the search committee, students, and with women or members of underrepresented groups.
- The department chair should discuss job requirements as well as criteria for promotion.
- The interview process should provide information to all participants. (Any approved expenses incurred for such purposes shall be reimbursed as part of the search expense.)
Telephone interviews may be conducted with prior approval of department chairs. The search committee must ask the same questions of each candidate interviewed by telephone as those during the on-campus interviews.

Offers:

- Offers will be made by the Dean to the best-qualified candidate and must include information, such as teaching responsibilities, moving expenses, etc.
- Salaries should be commensurate with qualifications and experience.

File Retention:
The Department and Dean should keep the entire search file for a minimum of five (5) years. In the event a selection is challenged, the department, Dean and Provost Offices will be notified and advised to retain the files a longer period of time.