

ECEE Faculty Search Process Document

This document describes the five stage process of department faculty searches. Note that the search process requires periodic reports be sent to the Engagement and Community (EC) committee, which currently serves as the designated department oversight committee (DDOC). Since the department committee structure or naming may change, the DDOC abbreviation is used in this document to indicate the committee in charge of the oversight.

Stage One - Setting the Stage

This stage typically begins in April/May of the academic year before a search begins. The department's Executive Committee determines the areas of greatest need for the department and informs the department chair of these needs. Next, the Department Chair, after consulting with the Executive Committee, brings these needs to the faculty for a vote. The results are then presented to the Dean for approval. In the fall of the same calendar year, once a search is approved by the dean and a faculty line given to the department, a search committee chair is chosen by the Department Chair in conjunction with the faculty members in the area of the search. The DDOC approves a search committee that is well balanced, including professors from various position levels and representation. This committee also approves the job advertisement at this time. In the event that a special opportunity for hire evolves outside of the department, the process will pick up at the stage where it is handed to the department.

Stage Two - Active Recruiting and Setup

This stage takes place from the middle of September until the middle of November while the job ad is posted and candidates are applying. The DDOC will ensure that all members of the search committee have completed the appropriate campus training for the hiring of faculty. Additional training may be suggested by the department. The search committee will decide what criteria they will use to evaluate candidates and present it for approval to the DDOC, only if it is significantly different from the approved criteria listed in Addendum II. In the event of an open search where multiple disciplines are being considered, the search committee will evaluate all applications for the search and classify them according to their research areas and assign them to the appropriate members of the search committee for review, or to the members of the faculty closest in research expertise outside of the search committee if needed.

In the event of a specific area search, the DDOC will evaluate any applications forwarded by the search committee that do not match the search's area of focus, but may represent a "once in a generation" candidate for hire. If such a candidate is identified, the DDOC must alert the Department Chair and ExCom to explore other ways of hiring such a candidate.

Stage Three - Initial Interviews

This stage begins on the date specified in the Job Ad "for best consideration" or before, depending on the search committee's ability to do so, and ends when the initial interviews have been completed and candidates that are moving to the next stage have been selected and approved in mid-late January. At the beginning of this stage, the search committee will select the highest ranked candidates for an initial interview. These interviews should be done via a teleconference tool (such as Zoom, Teams, or similar); they should be roughly 30 minutes long

with a list of questions that have been approved by the DDOC. A list of pre-approved questions can be found below in Addendum III. Any revision to these questions must be approved by the DDOC. Once all candidates have been interviewed, the search committee will rank the candidates they interviewed, select the candidates they want to move forward, and present the list to the Department Chair and the Executive Committee. These candidates will be presented by the Chair to the Dean's office and must be approved at this level before scheduling their in-person interviews. At this time, the format for the in-person interviews (or 2nd interviews in whatever form) should be devised by the search committee and approved by the DDOC only if they vary in format from what is prescribed in Addendum IV.

Stage Four - *Final Interviews*

This stage begins at the end of January and continues through February. It consists entirely of in-person interviews, or second teleconference interviews if necessary, and gathering feedback from the faculty upon the completion of each interview. After the completion of all on-site interviews, the search committee will rank the candidates, taking into account the feedback gathered from the department. Next, it will present its preferences to the Chair and ExCom for approval. The final results will then be reported to the faculty by the chair of the search committee.

Stage Five - *Endgame*

Upon obtaining the vote from the faculty on whether or not each candidate meets the hiring criteria and a ranked ordering of the candidates, the search committee can write rebuttals, adjust recommendations as it deems fit and send a rank ordered recommendation to the Department Chair. In consultation with the chair of the search committee, the Department Chair decides a hiring strategy (namely in what order the candidates will be approached, and how much time will be given for response) and initiates the negotiations. Upon acceptance or declination of an offer the Department Chair will apprise the search committee chair and the department.

Important Steps for Search Committee Chairs

- ___1. *Stage 1*: Make sure that the members of the search committee are approved by the DDOC.
- ___2. *Stage 2*: Ensure all search committee members have completed the campus level required training.
- ___3. *Stage 2*: If the search committee decides not to use the pre-approved review criteria listed below, it must draft its own criteria and receive approval by the DDOC before proceeding.
- ___4. *Stage 2*: Review applicants according to the approved criteria.
- ___5. *Stage 2*: Downselect candidates to a list for teleconference interviews.
- ___6. *Stage 3*: Compile a list of questions to be used during the teleconference interviews.
- ___7. *Stage 3*: If interview questions vary from the below addendum, the search committee must get interview questions approved by the DDOC.

- __8. *Stage 3*: Work out format of in-person interviews such as what talks to include, what type and how many student and faculty meetings, etc.
- __9. *Stage 3*: Get in-person interview format approved by the DDOC.
- __10. *Stage 3*: Downselect candidates for in-person interviews and get the candidates approved by the ExCom, the Department Chair, and finally the Dean's Office.
- __11. *Stage 4*: Collect feedback from the department on each in-person interviewee.
- __12. *Stage 4*: Rank order candidates taking faculty feedback into consideration.
- __13. *Stage 4*: Faculty vote is held on whether candidates meet the bar for hiring at the prescribed level.
- __14. *Stage 5*: Final rank ordering is sent to the Chair of the department.

Addendum I: Approved places for posting the job advertisement in addition to where the college posts.

1. Society of Women Engineers
2. Society of Black Engineers
3. Latinos in Science and Engineering
4. National Action Council for Minorities
5. IEEE - Diversity Blast

Addendum II: Approved Criteria for review of candidates by the Search Committee:

Applicants will be reviewed based on the submitted package and specifically:

Potential for:

1. Excellence in research in the theory and applications of one or more core "Research sub areas" listed in the ad (CV, Cover Letter, Research Statement)
2. Establishing an externally supported research enterprise in one or more core "Research sub areas" (Cover Letter, CV, Research Statement)
3. Teaching current and new courses in sub areas of hiring (Teaching Statement, CV)
4. Establishing collaborative and interdisciplinary research (CV, Research Statement)
5. Plans for contributing to CU and ECEE DEI and Inclusive Excellence goals (Diversity Statement)
6. Publication record, inclusive of quality and number of publications and journals (CV, information shared through Cover Letter)
7. Quality of research, teaching, service, and diversity statements
8. Familiarity with higher education and funding opportunities (CV, Cover Letter)

Addendum III: Approved Teleconference (or initial interview) questions for the Search Committee Use:

1. General Questions:

- Tell us a little bit about yourself? Why are you interested in this position?
- Please *introduce yourself by summarizing your application*. Why are you interested in this position?
- We have read your impressive CV and statements. Tell us how you would best describe your career goals, and where you see yourself in 10 years?
- Allow each candidate some time to introduce themselves

2. Research Questions:

- Describe your specific areas of expertise as it relates to “*Enter in whatever area of need*”.
- How do you see yourself fitting into the Department/or specific area? Who would you collaborate with and on what topics? What department would you see yourself best fitting in?
- What do you see as the most important challenges in “*enter field*” in the next few years? How does your research address these challenges?
- In 5 minutes, describe your major research contribution to “*enter field*” and the innovations you would bring to CU Boulder.
- Tell us about your research, where do you want to take it, and how will you do it? How do you distinguish yourself from others in your field?
- Describe how you will get funding?
- How would you recruit top grad students?
- Tell us about your most significant prior research.
- Tell us about your current research and future research plan.

3. Diversity and Inclusive Excellence Questions:

- Describe a time in which you worked as part of a diverse team, where a diverse team is defined as a group that includes members of different: race, ethnicity, gender, sexual orientation, socio-economic status, age, physical abilities, religious beliefs or political beliefs and address how diversity impacted this experience.
- How would you contribute to advancing CU Boulder's commitment to diversity, equity, inclusion and inclusive excellence?

4. Teaching Questions:

- What strategies do you use to engage students in a classroom?
- Discuss your teaching strategy. What classes would you teach? And what new courses would you want to develop to contribute to the department curriculum?
- What are a few undergrad classes you would like to develop and teach? What graduate class would you first develop?
- What would you like to teach within the present set of courses we offer and what new (undergraduate and graduate) courses would you introduce?

5. Why CU; Retention Questions:

- Why would you choose CU Boulder?
- What makes CU Boulder a good fit for you?
- How do you see yourself fitting into the ECEE department?
- Do you have people in mind you would collaborate with in and/or outside the department?

Addendum IV: Approved items to consider for in-person interviews:

1. Research Seminar or Teaching Demonstration
2. Chalk Talk- outlining teaching and research plans
3. DEI Talk
4. Group meetings with faculty
5. Individual meetings with faculty
6. Group meetings with graduate students