Administering 2024 IHP TTF Searches:
From Launch to Completion

Welcome!
WHAT'S ONE THING YOU'RE GRATEFUL FOR TODAY?
MEET THE ACTIVE RECRUITMENT TEAM
WORKSHOP OBJECTIVES

Understand the overall picture of the Tenure Track Hiring process, your role, and the goals of the IHP

Understand the full process for completing IHP approved Tenure Track Faculty recruitments

Be familiar with important considerations for completing your requisition

Review the tools and resources available to you throughout the search
UO is continuously enrolling larger incoming classes filled with students that are both more accomplished and more diverse.

Students are arriving on our campus with varying degrees of skills, cultural backgrounds, intercultural competencies, support systems, and different degrees of access to resources.

To ensure their success, it is of critical importance that we continue to work towards creating a supportive and diverse learning environment.

A major component of creating such an environment is the hiring and retention of diverse faculty.
INSTITUTIONAL CONTEXT
(Location, Culture, Climate, Institutional Commitment to Diversity, Institutional Commitment to Assessment and Data-Driven Practice)

RECRUITMENT
(Bringing new faculty to the Institution)

OUTREACH
(Long term efforts to Build Pool)

HIRING
(Process, selection, and short term pool development)

YIELD
(Getting applicants to accept offers)

TRANSITION
(Fostering smooth and welcoming entry into the institution and campus community)

RETENTION
(Keeping faculty at the institution)

SKILL DEVELOPMENT
(Building skill and professional development in teaching, service, and research)

ADVANCEMENT
(Promoting successful navigation of tenure and promotion policies and processes)

SATISFACTION AND SUPPORT
(地址ing sense of belonging and community, work-life balance, and satisfaction)

The Institutional Model For Increasing Faculty Diversity

Griffin, K.A. (2020)
Examples of OtP Efforts and Collaborations

- Active Recruitment Team
- Search Advocate Program
- Target of Opportunity Hires
- Inclusive Excellence Fund
- Dual Career Support
- Cohort Communities
- Leadership Academy
- Mentorship Programs
- Academic Impressions
- Professional Development
- Provost Teaching Academy
- Summer Teaching Institute
- Provost Fellows
- Faculty Awards
LET’S DIVE INTO THE SEARCH PROCESS
Meet Your IHP HR Team

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Shawna Gilbert
Ellie Glunn
Maeve Anderson
Institutional Hiring Plan TTF Process Overview

**Launching the Search**
- Search plan, develop position language
- Complete MyTrack Requisition

**Conducting the Search**
- Criteria Matrix, Candidate Review
- Interviews and deliberations

**Completing the Search**
- Term Sheets and Contingent Offers
- Formal Notice of Appointment
Launching the Search
2024 IHP: TTF Search Requisitions

Office of the Provost (OtP) launches requisitions and routes to unit for completion and submission.

Unit convenes committee, prepares Search Plan, drafts and reviews advertising language.

Unit enters job posting information, uploads Search Plan, and completes requisition in MyTrack.

Unit routes for review.

Human Resources reviews approved requisition and sets up job posting.
Updates and Reminders for 2024-2025

01
Search Committee-oriented Active Recruitment training and resources are available on the faculty community canvas site.

02
HR Recruitment Consultants will review the search plan and requisition, and can consult or connect units to the Active Recruitment Team.

03
Units can run their own demographic reports for their pools in MyTrack!

04
TTF candidates are required to submit statements of Contributions to Equity and Inclusion but that can be part of a cover letter.

05
If your search committee would like to work with a search advocate, contact Charlotte Moats-Gallagher.
User Roles

• Search Administrator vs. Search Chair
  • Search Administrator can see *feedback* left on applicants via search committee review tool in MyTrack; this role does **not** give access other than to feedback.
  • Search Chair must be the chair of the search for reporting purposes, even if you do not plan to use the search committee review tool in MyTrack.

• Search Committee members
  • List all search committee members; this can be updated after your requisition is approved/as you move through the search.
  • Even if you are not using the system to record committee review of materials, you must include the full search committee on the requisition.
User Roles

Other users on the requisition

• Hiring Manager: Sees the requisition, sees the applicants, and can adjust applicant statuses
• HR Administrator: Sees the requisition and applicants, cannot adjust statuses
• Hiring Manager Proxy: Sees the applicants; can adjust applicant statuses ONLY if “Selection Outcomes” is chosen along with proxy access

Find more information here:
https://hr.uoregon.edu/mytrack-user-roles-permissions
Requisition Tips

**Department Program description vs. University/Community description**
- You can use one or both fields as you see fit for your advertisement, just do not duplicate the same text in both

**Minimum Qualifications**
- These must match minimum qualifications listed in the United Academics CBA
- If you have questions, reach out to your Recruitment Consultant

**Job Posting Summary for Careers Page**
- This is the small summary of the job that lives on the main UO Careers page under the job title
- Generally completed by HR for consistency
Reminders from OtP

DO

Reference the public IHP document for correct IHP #'s and related hiring line information


Do not:

Change IHP # in the requisition process

Flip hiring line information around. It impacts central tracking systems, communications about hires, and relevant approval information

OtP keeps on file
## Requisition Fields

<table>
<thead>
<tr>
<th>Fields</th>
<th>Purpose</th>
<th>Your Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>Posting Title</td>
<td>To communicate the position to candidates</td>
<td>Check that it matches the approved IHP (including rank)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Double check spelling</td>
</tr>
<tr>
<td>Timesheet org, Index, Account code, percentage</td>
<td>Allows HR Operations to set up the assigned B# with the correct information for payroll</td>
<td>Enter this information and make sure it is accurate</td>
</tr>
<tr>
<td>Application deadline</td>
<td>This tells candidates the last day they can submit their application to ensure consideration.</td>
<td>Confirm that this date matches the timeline on the search plan.</td>
</tr>
<tr>
<td>Advertising location</td>
<td>Tells candidates where the position is located</td>
<td>If your unit has faculty at multiple campuses, confirm the correct location.</td>
</tr>
</tbody>
</table>
Requisition Fields – Application Materials

- Required application materials section lists and describes everything the applicant needs to include in their application.
- These instructions should be easy to read and formatted with bullet points.
- There are only six upload fields on the faculty application. If you are asking for more materials, please ask candidates to merge into fewer documents.
- We recommend limiting what we ask for from candidates – work with your committees to reduce the requirements to what they truly need to make initial decisions.
- This is also the section where you would provide a link to AJO or MathJobs if you are collecting applications there.
The position announcement details the specifics of the position. This is most similar to the “position summary” in non-TTF position descriptions.

While the position announcements vary in length and detail, apply your candidate friendly lens and make recommendations to the committee.

Sometimes when committees write the position announcement, they include qualifications in this section.

- E.g. “We’re looking for candidates with research interests in x,y, or z subfield” or “The ideal candidate will have an exceptional publishing history in top journals”
- Discuss with your committee whether these are minimum or preferred qualifications and add them to the appropriate section.
Requisition Field – Department/University descriptions

• These two fields can be used to describe the department and the university/community.
• As you review what the committee provided, consider the candidate experience. Do these descriptions add valuable information?
• Consider how the committee has described the department/university/community. Are there ways in which these descriptions could be unintentionally alienating to some candidates?
Requisition Field – Minimum and Preferred Qualifications

The minimum qualifications should reflect the true minimums to be successful in this position.

Preferred qualifications are the “nice to haves” that would make someone an exceptionally qualified candidate.

The minimum and preferred qualifications are the evaluation criteria.

Please work with your committees to discuss what their criteria are and how to reflect those in these two sections.
Veteran's Preference

• Veterans that meet the posted minimum qualifications for the position need to interviewed.
  • This means, if the only posted MQ is a Ph.D. (or other degree) any veteran that meets that MQ must be included in first round interviews.

• Once a veteran has been interviewed, they should be given the equivalent of 5% or 10% (disabled veteran) preference. If this preference moves them into the group moving forward, they should also be moved forward.

• Otherwise, it should be documented why they are not moving forward. That documentation should include the job-related reason that aligns with the posted criteria.
• IHP Requisitions will be assigned the Faculty Application, which contains different fields than the typical application.

• **Required fields:**
  - Personal Details/Profile
  - Document Upload Fields
    - CV – Required
  - Three reference fields
    - Candidate may add additional reference fields
    - Name, phone, email required
  - Standard applicant notices and demographic requests

• **Optional fields:**
  - Letter of Interest (if required)
  - Teaching Statement (if required)
  - Research Statement (if required)
  - Additional Required Document 1
  - Additional Required Document 2
  - Additional Required Document 3

• **Examples of additional documents:**
  - Statement of Contributions to Equity and Inclusion *(now required for TTF searches)*
  - Portfolio or writing samples
  - Evaluations
Search Plan

• Every search should begin with a plan for recruitment.
• Search Plans are **required** before the Office of the Provost approves MyTrack IHP TTF Requisitions (and therefore before the position can be posted).
• Upload your search plan to the Documents tab of the requisition.
• You can help support your committees by providing examples of search plans, helping them map out a reasonable timeline, noting where more detail is needed, etc.

Resources:

Search Plan template and Expected TTF Search Practices document are posted online: [https://provost.uoregon.edu/conducting-ttf-search](https://provost.uoregon.edu/conducting-ttf-search) and [https://provost.uoregon.edu/expected-practices-ttf-searches](https://provost.uoregon.edu/expected-practices-ttf-searches)

[https://community.uoregon.edu/courses/18766](https://community.uoregon.edu/courses/18766)
Job Postings

• Human Resources posts to:
  • UO Careers Site
  • Chronicle of Higher Education Vitae (Online) - no action required, automatic!
• Unit posts to:
  • Additional advertising locations noted in Search Plan
• Job Elephant can be a resource to assist with managing postings:
  https://jobelephant.com/university-of-oregon/
PRO TIPS FROM THE AUDIENCE
LET’S TAKE A 5 MINUTE BREAK
Conducting the Search
Search Committee reviews applicant materials, identifies short list to move forward

Dean reviews and approves short listed candidates (or discusses further)

Search committee structures and conducts interviews, recommends finalist(s)

Dean reviews and approves finalist, Deans can discuss some offer elements with finalist and will forward additional offer information to OtP for review/approval

Once proposed terms are negotiated, Deans submit Term Sheet and begin draft offer letter and contingent offer package processes
Before Application Review: Implicit Bias Training

• All search committee members must complete an implicit bias training.
  o The Division of Equity and Inclusion posts training information at https://inclusion.uoregon.edu/implicitbias

• Committees should have active discussions on the topics raised in the training and bring these ideas to light throughout the search process.

• You can support this by reminding committee members to watch the training (it’s 24 minutes!) and scheduling time prior to application review for them to discuss.
Before Application Review: Applicant Demographics

- You can run an applicant demographic report prior to applicant review.
- You can run the report before the application window closes to help inform your recruitment and/or you can run it right after the review date to get a snapshot of your applicant pool.
- If the search committee and/or dean, after discussion with the Executive Vice Provost, determine that the pool is not sufficiently diverse, they have the option to discontinue the search.
  - If a search is discontinued at this step, it will be expected to continue as part of the 2025 IHP (for search year 2025-2026).
Applicant Demographic Data from MyTrack

Must have at least 10 applicants to receive the report.

If you wish to explore demographics of a short list, reach out to your Recruitment Consultant before updating candidate statuses.
Before Application Review

- Units can request a Search Committee Briefing from Talent Acquisition
  - To request, email talent@uoregon.edu or your assigned recruitment consultant.
  - Your Recruitment Consultant will reach out to discuss options
- Know how you will distribute candidate materials to committees and share that plan with the committee.
- Have a plan for documentation – where will committee scoring rubrics, notes, etc. be kept?
- Make sure your committee has had ample time to norm on the job criteria. Consider using a criteria matrix.
- If your search will be collecting applications in AJO or Mathjobs, have a plan for how you will collect relevant materials throughout the search.
Veteran’s Preference

1. Before you schedule initial interviews, check that veteran's preference has been properly applied.

2. If the committee has marked that a veteran does not meet MQs, verify that – ask the committee to write up an explanation of how the candidate doesn’t meet.

3. Ask your recruitment consultant for help EARLY. Not at the point of offer. Please.

4. If your committee is planning to ONLY host on campus interviews, let’s chat.
Resources for running your search

The community canvas site has resources geared toward search committees, but that are valuable for you as well.

Check there for tips on equitable candidate review, structuring interviews, and more.

Recruitment Consultants are also available for questions, advice, and consultations on tricky situations.
Reference Letters – Best Practices

• Don’t collect them at all
• If you do, though, make sure the committee discusses what job-related information they are seeking to assess with reference letters
• Collect later in the process (e.g. just from the short list or finalists)
• Give letter writers and candidates as much time as possible
• Have a plan for how you will consistently handle common issues.
Before you begin

• DO NOT INITIATE collection before the application review date
• Let candidates know that you’ll be reaching out directly to their references to collect letters.
• Ask them to log into their application and confirm their references are correct and the spelling of the email address is accurate.
Reference Letter Collection – Option 1

- Via the applications “tile” of your MyTrack Dashboard, access your applicant list for the appropriate search.

- Move selected candidates to status “Reference letter requested (online form).” Do not use “reference letter requested (offline)” - this will not initiate any action.

- Don’t forget to scroll up and press “Submit”

- This will send out requests to referees and give them 30 days to upload their letters. The 30-day period is fixed and can’t be changed. Referees receive a reminder after 10 days.
Reference Letter Collection – Option 2

• Go to list of applicants from the requisition
• Click view applications
• Select the candidates you want to collect letters for.
  • You can only collect for up to 60 candidates at one time – so you’ll need to do it in batches if you’re checking large lists of candidates.
• Navigate to the dropdown at the top, “select a bulk action,” and choose “bulk reference check”.
• Enter an expiration date that is AT LEAST 14 days from today.
  • Look at a calendar to be extra sure you’re selecting a date that is at least 2 full weeks from today.
  • Each candidate’s referees should be given the same amount of time to complete references. If working in batches on the same day, be sure to pick the same date each time. If requesting letters over multiple days (not recommended) make sure to give the SAME NUMBER OF DAYS.
  • Errors here have strong potential to confuse applicants and their referees and are labor-intensive to correct; we advise caution.
  • When ready, click Next button.
Reference Letter Collection – Option 2

- MyTrack will populate the auto generated email template.
- Change the ‘from’ field from to your email address (the person managing reference collection) so that you can be looped in on questions or troubleshooting that may need the attention of the search committee.
- Edit the body of the email to include YOUR signature and contact information.
- DON’T EDIT THE REST OF THE EMAIL – especially anything in {}. When ready, click “Finish.”
Plan Ahead

Discuss as a committee how you will handle review scenarios **consistently** across your candidates:

- Some candidates will list 3 references and some will opt to list extra. How many letters constitute completion, and how will you treat extra recommendations?

- What if fewer than 3 letters are received for a given candidate?

- Will you accept letters that come in late (will need to be accepted via email and uploaded to candidate profile), and if so, how late?

- Will you accept letters submitted via email if referee realizes there was an error in their original submission? Will you accept letters submitted via email due to error in reference contact information not caught prior to collection?
Resources

- https://provost.uoregon.edu/active-recruitment-tenure-track-faculty-searches
- https://provost.uoregon.edu/expected-practices-ttf-searches
- https://community.uoregon.edu/courses/18766/pages/faculty-searches-module-overview?module_item_id=7362
- https://hr.uoregon.edu/completing-hires-through-other-systems