

2018 BRINGING ADMINISTRATORS TOGETHER CONFERENCE

# Affirmative Action & The Academic Search Process

April 5, 2018

**UIC** UNIVERSITY OF ILLINOIS  
AT CHICAGO

**UIC**

Lincoln Hall

707 South Morgan Street

**Conference Sponsors:** The Office of the Chancellor, Budget & Financial Administration / Human Resources, the Office of the Provost and Vice Chancellor for Academic Affairs, the Office of the Vice Chancellor for Research, and the Office of Business and Financial Services

# Workshop Presenter

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# Please ...

- Turn off cell phones.
- Avoid side conversations.
- Feel free to ask questions at any time.
- Sign the attendance roster.
- Complete the evaluation at the end of the workshop.

# Workshop Objectives

- Understand legal parameters for hiring & recruitment
- Become familiar with UIC's affirmative action policies and recruitment guidelines
- Understand what UIC expects regarding the Academic Hiring process

# Equal Opportunity Laws\*, Regulations, and Orders

## *Nondiscrimination*

- The Americans with Disabilities Act
- Title VII of the Civil Rights Act of 1964

## *Underrepresentation*

- Executive Order 11246

\*Not an exhaustive list

# Executive Order 11246

- Mandates that the university commits to making a good faith effort to correct underrepresentation of women and minorities in its recruitment and hiring process

# Getting Started

- Types of positions that require a search
  - AP/Faculty 50% FTE and above
- Exceptions
  - Visiting Faculty
  - Adjunct
  - Fellows, Post Docs, Residents
  - JB1 Visa

# Search Waiver

- Grants
- Involuntary termination (T-Contract)
- Promotions
- Reorganization
- Reassignment
- Spousal Hires



# Search Process

- Determine the particulars of the position
- Write the job description
- Determine search committee composition
- Hiretouch
  - Job Description Approval
  - Position Authorization
  - Position Notice
  - Meets Minimum Qualifications List

# Position Notice Review

- Titles
- Job Board Ad
- Recruitment Plan (Posting/Advertising)
- Diversity Assessment
  - Underrepresentation
  - Search Committee

# Underrepresentation

- How it's determined
- What it means
- Options

# Conducting the Search

- Proceed with on-line postings, placing ads, sending announcements, etc.
- Search Committee Role
  - Training
  - Unconscious bias
  - Selection Criteria
  - Review Candidates
  - Confidentiality

# Active Recruitment

- Good Faith Efforts
  - Solicitations
  - Personal contacts
  - Conferences

# Reviewing Candidates

- Customized rubric
  - Selection criteria
  - Minimum vs desirable qualifications
    - Degree(s) awarded
    - Years of Experience
    - Job Skills
  - Normalize ratings
- Evaluate within groups
- Fair and thorough review

# Meets Minimum Qualifications List

- Posting close date vs for fullest consideration date
- Candidate statuses
  - Meets Minimum Quals
  - Denied/Not Selection
- Copies of ads
- Diversity of candidate pool

# Interview Process

- Standardize the interview process
- Sensitive topics
  - Prohibited inquiries (list on OAE website)
- Unconscious Bias
- Social Media



# Search Wrap-Up

- Offers
- CBC Clearance
- Candidate Statuses in HireTouch
  - MMQ
  - Interviewed
  - Finalist
  - Hired (Notification to OAE w/salary and start date)
- Recording Keeping

# Questions / Concerns?