College of Earth, Ocean, and Atmospheric Sciences
Faculty Search Process Guidelines

The College of Earth, Ocean, and Atmospheric Sciences (CEOAS) is fully committed to the University’s goal to enhance learner success and advance the diversity of our faculty and staff. To achieve this goal, CEOAS will include specific expectations in new position descriptions, add preferred qualifications to position announcements, and implement new search procedures where appropriate.

Position Description: In addition to a description of the expertise sought, the position SUMMARY language will include the following text:

OSU maintains an institution-wide commitment to diversity, multiculturalism, and community, and seeks to recruit and retain a diverse workforce and student body that includes members of historically underrepresented groups. We strive to build and sustain a welcoming and supportive campus environment.

Required minimum qualifications be included in addition to specific qualification for the position: The successful candidate will demonstrate (1) a commitment to educational equity in a multicultural setting and to advancing the participation of diverse groups and supporting diverse perspectives, (2) demonstrated ability or significant potential for teaching excellence and commitment to student success which can benefit the graduate and undergraduate programs of the College of Earth, Ocean, and Atmospheric Sciences. (3) demonstrated ability or significant potential for mentoring undergraduate students, graduate students, and post-doctoral scholars.

Required application materials include:
• detailed curriculum vitae including a list of publications, funding history, teaching experience, outreach and engagement activities;
• letter indicating how the candidate’s interests, qualifications, experience will complement research, education, and outreach activities within the college;
• statements of (1) current and proposed research interests; (2) teaching experience and interest; and (3) how the candidate would contribute to OSU’s commitment to diversity, multiculturalism, and community; and
• names of at least three professional references with contact information.

Search committee Guidelines and Search Excellence Document

OSU Search Excellence documents: http://hr.oregonstate.edu/search-excellence
Please consult this document for OSU guidelines and best practices.
CEOAS Guidelines for upcoming faculty searches

1. Search Committee Chairs must have completed Search Advocate Training.
2. In addition, a Search Advocate from outside the College (if possible), or at the very least, outside hiring discipline, must also be a part of the search committee. Please note that search advocacy training must be kept up to date; details of this may be obtained from Search Advocate Program website.
3. Search committees must make specific efforts to recruit a diverse applicant pool, including using personal contacts and networks to identify potential candidates and to encourage applications from underrepresented groups.
4. CEOAS faculty and stakeholders of the position are also expected to engage in identifying potential candidates and encouraging applications from underrepresented groups.
5. The Dean will review and approve the applicant pool prior to each stage of the process: reference checking; phone interviews; campus interviews. This review is to ensure alignment with diversity and student success goals. Applicant pools that are not diverse may result in a restart of the search.

Interview Process for professorial positions: (on-campus two days)

1. Deliver a 45-50 minute research seminar. Note that Dean’s office must have topic, time and place so that relevant announcements can be made.
2. Provide a 40-50 minute teaching lecture. Assume upper division undergrads, grad students, and some mid-career professionals are the audience. The seminar should include methods and concepts that are considered relevant to teaching, including those that may not be part of the current curriculum.
3. Meet with Search Committee for 1 hour (to go over a list of prescribed questions, noting that all candidates must be asked roughly the same questions).
4. Meet with:
   - Dean and the Associate Deans.
   - Program Heads.
   - Graduate and/or undergraduate students.
   - Individual faculty as requested by faculty.
   - CEOAS administrative staff.
   - Attend meal(s) with relevant faculty, students.

Evaluation Process:
Open Comment Period: All CEOAS faculty have an opportunity to review candidate file for at least a two-week period. A candidate file will be created and placed on Box, and also will be available in the CEOAS administrative office, room 207. CEOAS faculty may submit written comments to the search chair. The search committee and the Dean will read and consider these comments.

Recommended Action: The search committee will recommend action to the CEOAS Dean, including a written assessment of the candidate’s strengths/weaknesses relative to overall CEOAS strategic goals, research excellence, potential for teaching, outreach and engagement, funding track record, and facilities needs. The recommendation will include a summary of the open comments above.

Action by the Dean: The CEOAS Dean will endorse or reject the proposed action and potentially engage in negotiations with a candidate.