**MEMORANDUM**

August 15, 2014

**TO:** Deans and Department Heads

**FROM:** Doug Blandy, Senior Vice Provost for Academic Affairs

Barbara Altmann, Senior Vice Provost for Academic Affairs

Penny Daugherty, Director, Affirmative Action & Equal Opportunity

**RE: Tenure-related and Career Non-tenure Track Faculty Searches,**

**New Search Initiative**

**CC:** Yvette Alex-Assensoh, Vice President for Equity and Inclusion

We are writing to share with you a new initiative being launched in connection with tenure-related and career nontenure-related searches conducted in 2014-15. The new initiative is intended as a proactive effort to ensure an intentional mindfulness about outreach and recruitment efforts. It will replace the previous practice of contacting units about the demographic composition of applicant pools when that information is available following the application review date.

OAAEO will now generate and distribute annually, typically in mid-spring, information regarding availability estimates and current representation for tenure-related and career NTTF job groups. For tenure-related job groups, availability estimates and current representation will also be shown for each department. Job groups for which an Affirmative Action Plan goal has been established for women and/or people of color will be identified. Also highlighted will be departments with significant discrepancies between estimated availability and current representation for women and/or people of color.

Departments with authority to search for tenure-related or career NTT faculty will be expected to indicate in the search paperwork whether there is a goal in place and/or whether women or people or color are represented among departmental faculty at a rate notably below availability estimates. If there is a goal or the representation of women or people of color is notably below availability at the department level, the hiring department will be expected to formulate a search plan that reflects best practice and will provide the best opportunity for continuing to build on the diversity of our faculty. The search plan will be expected to specifically address outreach and recruitment efforts, search procedures, and factors that may impact hiring opportunities for members of protected groups.

The outreach and recruitment plan should address both short-term and long-term outreach and recruitment efforts. You will find useful information about outreach and recruitment at <http://facultyhiring.uoregon.edu/faculty-recruitment/>. You will find possible outreach and recruitment resources at <http://recruitoutreach.aaeo.uoregon.edu/>. These resources are intended to provide a starting point. We encourage departments to be innovative in their efforts, and not limited to the ideas suggested in these resources. Academic Affairs will again be making available limited funds to support thoughtful outreach and recruitment efforts.

OAAEO will have the necessary information available for distribution in early August. At that time, we will distribute information to the Deans for further distribution to department heads.

Our colleagues at the Center on Diversity and Community (CODAC) will be launching a new initiative this fall designed to provide support and capacity to tenure-related and career NTT searches.  CODAC staff, for example, can customize outreach and recruitment resources for your department, produce scans of institutions, pipeline programs and senior faculty within your discipline that have an established track record of producing competitive candidates from underrepresented groups, and provide individual consultation or research support for targeted recruitment efforts.

CODAC will be providing more detailed information at the beginning of the term; interested deans, search committee chairs, heads or committee members may contact CODAC Director Daniel HoSang at [dhosang@uoregon.edu](mailto:dhosang@uoregon.edu).

We look forward to working proactively with all of you on this initiative. We believe it will provide a more constructive approach to attaining affirmative action goals and our institutional commitment to diversity.