



SEARCHING FOR EXCELLENCE AND DIVERSITY: Workshops for L&S Search Committee Chairs and Members

GOALS: These workshops aim to help search committee chairs run effective and efficient search committees, recruit excellent and diverse applicants, and conduct fair and thorough reviews of candidates.

DESCRIPTION: In collaboration with L&S Office of the Dean, WISELI offers a two-session workshop series for chairs and members of search committees. Both workshops are based on concepts of active learning and encourage small groups of search committee chairs to learn from each other's experiences as they discuss relevant topics. The sessions are described below:

Session 1: We will share strategies for running efficient meetings, gaining participation of all committee members, discussing diversity with search committee members, actively recruiting a diverse and highly qualified pool of candidates, and increasing awareness of unconscious assumptions and their influence on the evaluation of candidates. In an effort to coordinate with the recruiting season, this session will be scheduled early in the search process.

Session 2: We will discuss efforts to recruit excellent and diverse candidates, review the potential influence of unconscious assumptions on evaluation of candidates, consider methods for ensuring an equitable and thorough review of candidate files, discuss key aims of the interviewing process, and identify good practices for structuring and conducting effective interviews. This session will be offered before finalists visit campus.

WHO SHOULD ATTEND: This workshop series is intended to reach all members of faculty search committees and departmental administrators who work with these search committees, and all are welcome to attend. At minimum, each search committee should send one member (preferably the chair) to attend both Session 1 and Session 2. If the chair of any particular search committee cannot attend or has already attended this workshop series, another faculty member serving on the committee should attend.

MATERIALS: Workshop recipients will receive and utilize our guidebook, *Searching for Excellence and Diversity: A Guide for Search Committee Chairs*, and our brochure, *Reviewing Applicants: Research on Bias and Assumptions*.

WHEN:

Session 1: Friday, September 8; 9:00-11:00 am (Room 7191 Helen C. White Hall)

Session 2: Friday, November 10; 9:00-11:00 am (Room 7191 Helen C. White Hall)

REGISTRATION:

In order to prepare sufficient materials **registration is required**. Please register by sending an email to Vera Crowell (crowell@ls.admin.wisc.edu). If any particular search committee chair or other member of the search committee is unable to attend on either of these dates please contact Eve Fine (efine@wisc.edu or 263-1196) to discuss other options.