

POMONA COLLEGE
Faculty Search Report
Part I

This report must be submitted to and *approved* by the Dean of the College and the Diversity Officer *before* a search for filling a tenure-track or a three-year position can begin. Once the Dean's office informs the search committee chair that Part I of the Faculty Search Report has been approved, the department may place its job ad and begin the search. Once applications begin to be received, please begin to send out diversity data cards available in the Dean's office.

This report asks for: 1) a *search timetable*, 2) a *job advertisement*, 3) the *constitution of the search committee (must include students)*, 4) an *outreach and advertising plan*, 5) an *advertising budget* 6) a *description of the screening process*, and 7) the *format for campus visits*. The "Faculty Recruiting Procedures" describes these in detail.

In order to have to have Search Report I signed off by the Dean's office, you must list where your print ad will be placed.

Please fill out this form and email it, from the department chair's email account, to the Dean's office katherine_hagedorn@pomona.edu as an attachment.

Department:
Position:

Date of this report:

1. **Search Timetable.** Estimate the important dates—e.g., the dates for advertising, receiving applications, screening, and on-campus interviewing—for the search:

2. Text of Job Advertisement.

- a) All ads must ask for a dossier, including letter of application, curriculum vitae, transcript, and three letters of recommendation. Teaching statement is optional.
- b) **The immigration law requires one of the advertisements you place must appear in a print journal. In order to have Search Report I signed off by the Dean's office, you must list where your print ad will be placed.**
- c) To indicate a commitment to diversity, statements like the following can be used: "The department is particularly interested in candidates who have experience working with students from diverse backgrounds and a demonstrated commitment to improving access to and success in higher education for underrepresented students"; OR "Candidates should describe previous activities mentoring women, minorities, students with disabilities, or other underrepresented groups"; OR "Pomona College is an equal opportunity employer and especially invites applications from women and members of underrepresented groups."
- d) To ensure that you review all candidates fairly, we recommend that you use the following statement: "Complete applications received by [date] will receive full consideration."

Sample job ad:

Tenure-track appointment, Assistant Professor in the Department of Mathematics and Computer Science, specializing in discrete mathematics. Teaching load: 2/2. Ph.D. in hand or expected by September 2005. Pomona College, the founding member of the Claremont Colleges, is a highly selective liberal arts college attracting a diverse, national student body. Send a dossier, including a letter of application, transcript, curriculum vitae, and three letters of recommendation to [Chair, address]. Complete applications received by [date] will receive full consideration. The department is particularly interested in candidates who have experience working with students from diverse backgrounds and a demonstrated commitment to improving access to and success to higher in education for underrepresented students.

3. **Constitution of Search Committee** must include students; we also strongly encourage all departments to consider appointing one faculty person either from Pomona or one of the other Claremont Colleges to the search committee as a full participating member, chosen in consultation with the Dean and Diversity Officer.

4. **Outreach and Advertising Plan**

- a) **List of publications** in which you plan to advertise, with dates:

- b) List of other **outreach plans and recruitment sources** describing the kinds of networking your search committee intends to do in order to create a diverse applicant pool: calls placed to whom; letters to chairs at which graduate programs; minority organizations and women's organizations to be contacted:

5. **Advertising Budget:**

6. **Description of anticipated screening process** that will lead to ranking of top ten candidates (e.g., travel to professional meetings, phone interviews, departmental deliberations):

7. **Anticipated format for campus visits** (e.g., student involvement, classroom teaching, presentation of research, meetings with other interested parties, etc.)

8. **Space needs:** what are the anticipated needs in terms of office, lab, or studio space?

Signature (Department Chair):

Date:

Signature (Diversity Officer):

Date:

Signature (Dean of the College):

Date: