

was never implemented 8/25/05

**Extracted from Council of Deans Minutes
Meeting of November 3, 1999:**

The Council discussed the failure to follow guidelines of the Diversity Plan in faculty hiring. In particular, the Diversity Information Form is no longer used. In the future, no hiring recommendations will be entertained if they are not accompanied by the Diversity Information Form.

During the discussion the following issues were raised:

- Is there a designated office or person who can help department chairs and deans discover the best pathways to securing minority candidates?
- When should the Diversity Form be filed? Associate Provost Renu Juneja was asked to review the plan regarding the timeline of the process.
- Provided below are the guidelines for the form as described on page 5 of the Diversity Plan:

6. All departments filling a vacancy will follow the Diversity Plan procedure in consultation with the Affirmative Action Officer. Information and advice on affirmative recruitment appropriate for that position will be made available, and each department will substantiate the pool of candidates before final interviews. All departments will complete the Diversity Recruitment Information Form reporting on the recruitment efforts directed toward minorities and women and the composition of the pool of candidates. The purpose of this form is to ensure sufficient representation of women and minority persons in the pool of qualified candidates. Before the on-campus interviewing process, the Provost (for faculty hirings) or the Affirmative Action Officer (for staff hirings) will sign off on the pool of candidates. Following the hiring process, the department will complete the statement of reasons/justification for hiring on the Diversity Recruitment Information Form.

The Diversity Plan indicates that the form needs to be presented the first time before the on-campus interviewing process; the Provost's office will sign off on the pool of candidates. Then there is a second filing of the Diversity Form after the department concerned has completed the statement of reasons/and justifications for hiring. This is, of course, applicable chiefly in those instances when the hire is other than a minority person.

- A similar process is to be followed with staff hires and the monitoring is to be done by the Director of Human Resources.
- The University uses the process in order to encourage diversity hiring. There are incentives available to encourage faculty diversity hiring when appropriate, and the issue should be discussed by the individual dean with the Provost.

DIVERSITY PLAN - FACULTY HIRING:

Council of Deans Minutes of the Meeting of November 3, 1999

Members present: R. Amrhein, B. Hunter, R. Juneja, W. Moore, D. Rowland,
F. Scales, M. Schwehn, J. Seeley, Al Trost, M. Yohe.

Excused: R. Austensen, J. Conison

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- Renu Juneja will make the Diversity Plan available electronically to the Council.