



SMU

Elizabeth G. Loba
Provost and Vice President for Academic Affairs
Office of the Provost

July 16, 2021

Deans,

In close consultation with Samantha Thomas in the Office of Institutional Equity and Access (IAE), Maria Dixon Hall as Chief Diversity Officer, and Paige Ware in the Office of the Associate Provost for Faculty Success, SMU is making three modifications to the faculty search and recruitment process, to become effective for all searches beginning August 1, 2021:

1. All search committee members will be required to go through the CIQ Searching Intelligently training. This training will replace the workshop conducted by the IAE and will include all key elements of the SMU Model for Faculty Search and Recruitment. It will be led by a team of Diversity Officers. Communications through Maria Dixon Hall will be forthcoming in August about workshop dates.
2. All searches must use Interfolio to have applications submitted and processed. This interface has been in place for 10 years at SMU, so many faculty and staff are already familiar with it and use it regularly. [On an as-requested basis, the Associate Provost for Faculty Success office will host workshops for faculty and staff who might need a refresher or tutorial on how to use Interfolio for searches.](#)
3. An additional attachment will be required when submitting Appendix B: Faculty Recruitment Request Form. Currently, two attachments are required: list of proposed search committee members with race and ethnicity reported and a recruitment plan. The third attachment will be a brief statement to be signed by the corresponding dean and the Chief Diversity Officer that a) confirms participation by all search committee members in the workshop and b) includes recruitment plans that meet the benchmarks for best practices covered in the Searching Intelligently workshop.

These efforts are aligned with the university response to the [Black Unity Forum Action plan](#) as laid out in 1.3: Increase Black representation in hiring processes on campus:

“The Chief Diversity Officer and the Office of the Provost will implement the following procedures by fall 2021 to increase Black representation during the faculty hiring process:

- The Office of the Provost will require all members of the faculty search committee to have completed search and recruitment training provided by the Office of Institutional Access and Equity and CIQ@ SMU’s Implicit Bias Training for Faculty, or another CIQ training module, within two years of search committee service, as certified by their academic unit’s diversity officer.
- The Office of the Provost will work with chairs and deans to require a more proactive, intentional process to add ethnically diverse representation to its search committees.”

We appreciate your support of these efforts and welcome any suggestions you might bring to either the process or to the role that Diversity Officers might additionally play to strengthen our faculty search and recruitment efforts.

Thank you,

Elizabeth

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