

JEDI (Justice Equity Diversity and Inclusion) SEARCH CHECKLIST

- Has your institution/institutional leadership made a commitment to JEDI in faculty recruitment and retention?
- Has your division/department/institution set JEDI goals and associated metrics to define success?
- Do you have an ongoing effort to identify candidates that would enhance the diversity of your faculty and staff?
- Have you developed a robust list of networks/professional society committees/institutions, etc. to assist you in identifying and distributing job postings?
- Have you invested in training your faculty and leaders in inclusion and diversity training; unbiased training; STRIDE faculty recruitment workshops, etc.?
- Will a search firm help widen your candidate pool and do they have experience in recruiting for diversity?
- Preparation: Have you defined the critical competencies for the position and linked these to the job posting, advertisement/networking strategy, search committee roster, selection of the chair, interview questions, and candidate evaluation form?
- Process: Have you articulated the expectations for the candidate pool and candidate short list, defined the expectations of the chair and search committee members, the search committee deliberations and the evaluation process?
- Does the search process communicate openness to cognitive diversity (e.g. support for research, education and clinical care approaches that proposes transformative changes in support of JEDI and broadening of scientific inquiry)?
- Does the search process communicate openness to alternative routes and metrics in the evaluation of scholarship that will lead to promotion and tenure?
- Does the search process communicate the availability of resources (e.g. research enabling funds) that support the scholarly endeavors of diverse candidates?
- Does the search process promise to evaluate the outcomes of JEDI processes?
- Candidate Selection: Do your chair/search committee members understand their role and responsibilities and are they prepared and able to deliver an unbiased diverse candidate short list?
- Have you developed a communication plan for stakeholders, the candidates etc. that ensures the process is not undermined by mis/disinformation or a failure to keep people informed?
- Candidate Support: Have you identified the mentor(s), transition plan and road map and resources to support your candidate's success?
- Debrief: Have you developed a plan to debrief with the search committee and stakeholders following the conclusion of the search to learn how you could improve your process?