

**School of Advanced International Studies
Faculty Diversity Action Plan Summary, Fall 2016**

| Goals/Strategies | Actions/Activities, including Assessment/Measurement Criteria | Responsible Parties | Deadline for Completion |
|---|---|---|-------------------------|
| 1.0. Recruitment.- Search Practices - Establish and Implement Protocols for Faculty Searches, identified in FDI – Best Practices for Faculty Searches | | | |
| 1.1. Establish and Implement Protocols for Faculty Searches, identified in FDI – Best Practices for Faculty Searches | 1.1. Institutionalization of best recruiting practices with the use of a faculty search checklist. We will continue to track key recruiting materials available on the SAIS Faculty Resources web page, with the goal of reaching 100% of materials available online. | 1.1. Associate Dean of Academic & Faculty Affairs & Director of Faculty Affairs & Planning | 1.1. Fall 2016. |
| | 1.1. The Office of Academic and Faculty Affairs team is responsible for devising faculty data tracking systems and disseminating faculty- and diversity-related information. | 1.1. Associate Dean of Academic & Faculty Affairs & Director of Faculty Affairs & Planning. | 1.1. AY17. |
| 1.2. Benchmark Availability Pools for all faculty searches | 1.2. The Director of Faculty Affairs and Planning is in charge of managing recruitment strategies, such as: <ul style="list-style-type: none"> • Arranging for unconscious bias training and hiring a specialized search firm, as well as drafting and implementing enhanced policies. • Following searches, the Office of Academic and Faculty Affairs will make an assessment of applicant pools following each search; tracking will be possible with the use of Interfolio for all faculty searches. | 1.2. Associate Dean of Academic & Faculty Affairs & search committees. | 1.2. AY17. |
| 1.3. Unconscious Bias Training for all search committee members | 1.3. The Director of Faculty Affairs and Planning is in charge of managing recruitment strategies, such as arranging for unconscious bias training, and will track the number of trained committee members, with the goal of providing training to all faculty members serving on search committees. | 1.3. Director of Faculty Affairs & Planning. | 1.3. AY17. |
| 1.4. Diversity Advocates assigned to all search committees | 1.4. The Associate Dean of Academic and Faculty Affairs is an ex officio member of all faculty search committees and is the designated diversity advocate for faculty searches. The Office of Academic and Faculty Affairs will monitor Diversity Advocate activity to track the number of searches that included explicit efforts to increase faculty diversity, with the goal of reaching 100%. | 1.4. Associate Dean of Academic & Faculty Affairs. | 1.4. AY17. |
| | 1.4. The Director of Faculty Affairs & Planning is in charge of managing search practices, which has included: <ul style="list-style-type: none"> • Hiring a specialized search firm (Willie Tucker & Associates) to assist in identifying outstanding faculty candidates. Success will be defined by the number of referrals that convert to successful faculty hires. • The Office of Academic and Faculty Affairs team is working with SAIS leadership to devise effective pipeline strategies in the context of advancing the goals of the SAIS Strategic Plan. | 1.4. Director of Faculty Affairs & Planning | 1.4. AY17. |
| 1.5. Divisional Leadership Oversight of all candidate short lists prior to campus interviews | 1.5. The Associate Dean of Academic & Faculty Affairs will review all short lists prior to inviting candidates for campus interviews | 1.5. Associate Dean of Academic & Faculty Affairs. | 1.5. AY17. |

| | | | |
|---|--|--|---|
| 1.6. Completion of final search activities summary/report for all faculty searches. | 1.6. Search committees will be required to submit final reports for tracking at the conclusion of each search. | 1.6. Search committee chairs, Associate Dean of Academic & Faculty Affairs, and Director of Faculty Affairs & Planning | 1.6. AY17. |
| 2.0. Recruitment.- Search Tools - Utilize FDI Funding Mechanisms | | | |
| 2.1. TOP | 2.1. The Office of Academic and Faculty Affairs has engaged an external search firm to identify outstanding and diverse candidates. | 2.1. Search committee chairs, along with all faculty. | 2.1. Ongoing. |
| | 2.1. The Office of Academic and Faculty Affairs team is working with SAIS leadership to devise effective pipeline strategies in the context of advancing the goals of the SAIS Strategic Plan. | 2.1. Office of Academic Affairs. | 2.1. Ongoing. |
| 2.2. Establish a visiting faculty program | 2.2. The Office of Academic and Faculty Affairs team is working with SAIS leadership to devise effective pipeline strategies in the context of advancing the goals of the SAIS Strategic Plan. | 2.2. Office of Academic Affairs. | 2.2. Ongoing. |
| 2.3. Establish postdoctoral fellowship program | 2.3. The Office of Academic and Faculty Affairs team is working with SAIS leadership to devise effective pipeline strategies in the context of advancing the goals of the SAIS Strategic Plan. | 2.3. Office of Academic Affairs. | 2.3. Ongoing. |
| 2.4. Research Award | 2.4. The Office of Academic and Faculty Affairs team will work to publicize this award to SAIS faculty and possibly collaborate to put names forward for consideration. | 2.4. Office of Academic Affairs. | 2.4. Ongoing, as nominations for research awards arise. |
| 3.0. Resources - Description of resources, investments, re-allocations, personnel required to achieve goals described above | <i>Cost of external search firm, and other external resources will be provided by the Dean's office, in consultation with the Office of Academic Affairs.</i> | | |