



**At the end of the search, the search committee chair shall be responsible for ensuring that all materials are submitted to the Office of Inclusion and Institutional Equity and that any other digital or hard copies are destroyed at the end of the search.**

Search committees shall act on behalf of the department and use departmentally approved procedural documents.

All recommendations presented to the dean of the college or to the Vice Provost shall follow

**Librarian:** The Dean of Libraries shall appoint the members of the search committee. Search committee membership may be drawn from multiple library departments and include permanent status and/or permanent status-track librarians, library staff, and faculty and/or staff representation from outside the Towson University Libraries as appropriate.

**Appointment of Internal Departmental Chairperson:** The Dean shall recommend a chairperson in consultation with the department faculty and staff for the Provost's final approval and appointment.

**Chairperson Search (for external candidates and open to internal candidates):** The Dean shall appoint members of the search committee in consultation with the department faculty and staff. The committee membership shall reflect the department's composition and scope. Members may be drawn from all faculty ranks and may include faculty from other departments, staff, and students.

**Librarian Chairperson Search (for external candidates and open to internal candidates):** The Dean shall appoint members of the search committee in consultation with the department faculty and staff. A librarian chairperson search committee may additionally include librarians, staff, and faculty and/or staff representation from outside the Towson University Libraries as appropriate.

- b. All search committees shall include an Inclusion Advocate (IA). The role of the IA is to serve on the search committee as a resource to promote inclusive and equitable screening and evaluation of applicants. The IA shall ensure that all voices are heard during the search process, and, if necessary, address discriminatory behavior within the search process with the support of the search committee chair, department chairperson, dean, Assistant Provost for Diversity and Inclusion, and the Office of Inclusion and Institutional Equity. The IA is expected to participate in the same aspects of the search as other members of the search committee from the outset, and have the same responsibilities as the other members of the search committee throughout the process. Departments shall determine whether the IA has a vote and shall document that decision in their search procedures.

IAs must be tenured faculty or permanent status librarians, and may come from any department other than the hiring department. Although IAs may come from any college, the preference is that they are tenured/have permanent status in the same college as the hiring department/unit. Individuals serving as IAs shall be required to participate in professional development training related to affirmative action and equal opportunity. The training shall be provided by the Vice Provost and/or the Assistant Provost for Diversity and Inclusion in consultation with the Office of Inclusion and Institutional Equity and include content related to unconscious bias, group dynamics, advocacy, and mediation. The IA shall be compensated with a stipend for each training with the expectation of serving as an IA on at least 2 searches in a two year period upon completion of the training. The stipend shall be funded through the PBO.

TU's Vice Provost and Assistant Provost for Diversity and Inclusion in consultation with the Office of Inclusion and Institutional Equity shall identify available IAs for searches and shall provide ongoing support to the IAs. Faculty and librarians shall



f.

- a. Academic Affairs is responsible for placing an ad in The Chronicle of Higher Education. Ads placed in local newspapers, professional journals, and individualized ads in The Chronicle of Higher Education are paid for by the department, and are partially reimbursable. Additional information is available on the website of the Provost's Budget Office:  
[https://www.towson.edu/provostbudgetoffice/documents/pbo\\_guidelines\\_abbr\\_october\\_03\\_2017.pdf](https://www.towson.edu/provostbudgetoffice/documents/pbo_guidelines_abbr_october_03_2017.pdf)
- b. Departments shall develop contacts with graduate institutions, historically/predominantly black colleges and universities, professional associations, and with minority and women's caucuses of professional associations as a source of applicants. Mailing or emailing vacancy announcements to underrepresented groups and organizations including those at TU, see:  
[https://www.towson.edu/inclusionequity/diversity/groups/andthose included in the Office of Inclusion and Institutional Equity's Employment & Search Resources available at: <https://www.towson.edu/inclusionequity/employment/>](https://www.towson.edu/inclusionequity/diversity/groups/andthose_included_in_the_Office_of_Inclusion_and_Institutional_Equity's_Employment_&_Search_Resources_available_at_https://www.towson.edu/inclusionequity/employment/) are expected.
- c. In unusual circumstances, a visiting position may be filled without being advertised if approved by the dean, Vice Provost, Provost, and Vice President for Inclusion and Institutional Equity.

## 7. Acknowledging Applicants

All applications are acknowledged via the electronic hiring software.

Communications with applicants with disabilities shall at all points be made in an accessible medium (e.g., Braille) if needed. For assistance, contact the Deputy ADA Coordinator.

Towson University utilizes an online system of gathering applicant data. All data



The interview pool consists of those candidates who the department wishes to either invite for an on-campus interview as set forth below or interview remotely using technology to further reduce the interview pool for the on-campus interview pool.

#### 11. Review of Screening and Approval for On-Campus Candidates



[https://www.towson.edu/provostbudgetoffice/documents/pbo\\_guidelines\\_april\\_2020.pdf](https://www.towson.edu/provostbudgetoffice/documents/pbo_guidelines_april_2020.pdf). Original receipts are required in order for on campus interviewees to be reimbursed for lodging and all transportation other than auto mileage. Reimbursement for meals and auto mileage is limited to the current rate as approved by the State of Maryland and receipts are not required. On campus interviewees must complete and submit a Request for On Campus Interviewee Reimbursement Form in order to secure reimbursement for their travel expenses available at <https://www.towson.edu/provostbudgetoffice/documents.htm>

### 13. On Campus Interviews

The entire search committee shall be present for all interviews, ideally in-person, but if necessary, remotely through the use of other technologies.

A core set of questions shall be asked of all candidates. These questions shall be developed in advance of interviewing, formulated in writing, and s

#### 14. Review of Process and Offer of Position

After all interviews of the candidates in the interview pool have been completed, the search

position unfilled until a new search can be conducted.

#### 17. Record Keeping

At the completion of the search, the final Search and Hire Report, available here: <https://inside.towson.edu/GeneralCampus/FormsRepository/Forms/search-hire-report-form-fillable.pdf> and on the Forms Repository, must be completed by the chairperson of the search committee. Additionally, the department must collect the following records and forward the entire search file to the Diversity & Inclusion Specialist in the Office of