



Search & Screen Committee Training

But first... Pop Quiz

1. Text messages from a Search and Screen committee member to a chair about an applicant is not subjected to a public records request.
2. FIU does not have an Affirmative Action Plan, meaning it is **not** required to track or report hiring and employment data for veterans or individuals with disabilities.
3. Sunshine Laws require that Search and Screen committee meetings are publicly noticed and open to the public.
4. An applicant's current salary and pay history are protected by federal laws and cannot be asked in an interview.
5. This is an appropriate interview question: "I hear an accent, where are you from?"
6. If an applicant requests an accommodation for their interview, you should work with your HR liaison to provide the accommodation.
7. The rubric template used to evaluate candidates is considered a record that must be maintained.

UNPACKING COMPLIANCE

Equal opportunity and **non-discrimination** for recruitment, selection, advancement, or any other hiring practices as required by Federal and State Laws, as well as FIU Policies, regulations and guidelines.

Equal Employment Opportunity & Non-Discrimination

- **Equal Employment Opportunity (EEO):** Involves procedures that ensure that all qualified persons, regardless of race, color, national origin, sex, pregnancy, marital status, disability, age, religion, shared ancestry, or veteran/military status (protected class) have **equal access** to positions and/or advancement.
- **Non-Discrimination:** Individuals must be **treated fairly and equitably**, without bias based on protected characteristics such as race, color, national origin, sex, pregnancy, marital status, age, religion, shared ancestry, disability or veteran status. This principle is enforced through various federal laws and regulations that prohibit discrimination in employment, education, housing, public services, and federally funded programs.

Protected Categories

Discussing, disclosing, or inquiring about one's compensation or the compensation of others, is subject to certain limitations explained below in the section on Pay Transparency in Federal Contracting.

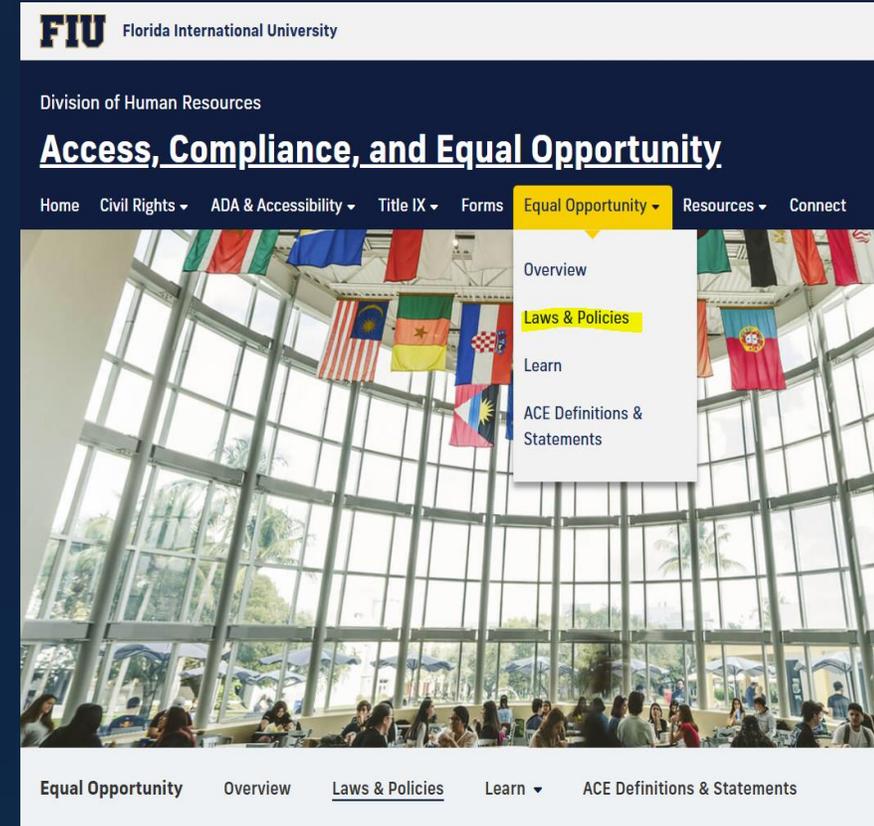
Age (40 or older)	Color	Individuals with Disabilities
Genetic Information	Sex (Including Marital Status & Pregnancy)	National Origin
Race		Religion
Shared Ancestry	Ethnicity	Veteran Status

Compliance's Role in our Success

- Ensures we are **meeting federal requirements**.
- Ensures that FIU is **providing equal employment opportunities** throughout the University.
- Ensures that individuals are **treated fairly and equitably**.
- Increased perspectives lead to higher job satisfaction
- A workforce representing the community it serves positively impacts the FIU Experience, which can positively impact our student population.

Equal Employment Opportunity & Non-Discrimination

To see a full list of applicable laws and policies, visit ace.fiu.edu/LawsAndPolicies





Enabling an

Effective Search



Human Resources

Department of Access, Compliance, and Equal Opportunity

Enabling an Effective Search



1. Write an **effective job Ad**



2. Search **actively and widely to attract a rich pool of candidates**



3. Decide on written **evaluation criteria** prior to review



4. Decide on the review **process** to be used prior to review



5. **Impartial** treatment of job candidates

BEST PRACTICE: Use a Standard Evaluation Tool

Setting **standard evaluation criteria** prior to reviewing applications helps ensure impartiality and consistency.

Please rate the candidate on each of the following:

	strong	moderate	weak	none	unable to judge
Potential for (evidence of) scholarly impact					
Potential for (evidence of) research productivity					
Potential for (evidence of) research funding					
Potential for (evidence of) collaboration					
The candidate resonates with the department's priorities and objectives					
Ability to make positive contribution to department's climate					
Potential (demonstrated ability) to attract and supervise FIU graduate students					
Potential (demonstrated ability) to teach and supervise FIU undergraduates					
Potential (demonstrated ability) to be a conscientious university community member					

Example of finalist rubric.
Customize for your search



Sunshine Law & Open Meetings

The Sunshine Law

Florida's **Government-in-the-Sunshine Law** establishes a basic right of the public to access to governmental meetings and records

There are two Sunshine Laws:

- Open Meeting Law
- Public Records Law

Which Meeting Qualifies?

Any gathering, whether formal or casual, of **2 or more members of the same board or committee** to discuss some matter on which foreseeable action will be taken by the public board or commission:

- Charge from the hiring official (Chair, Dean, etc.)
- Interviews

Does the law require a public meeting be recorded? **No.**

The Public Records Laws

Almost any document created, received or maintained by FIU, its employees acting in their official capacities is considered a public record.

- Emails are included
- Text messages count
- Sole or personal notes are not
- Working drafts might be



Factors that Interfere with an **Effective Search**

Respect Candidate Privacy, and Consider Only Job-Relevant Criteria

- Interviews should focus on evaluating **job-relevant qualifications** for a faculty position.
- Avoid questions unrelated to the job (e.g., family status, national origin); these **must NOT be asked** by the search committee or anyone else.
- Non-job-relevant questions are often **illegal**.
- Refer to the Faculty Search and Screen Manual appendix for a **chart of appropriate and inappropriate questions**.
- Exploring non-job-relevant criteria will confound your evaluation and likely **drive away** the candidate.

Remember...



1. Write an **effective job ad**



2. Search **actively and widely to attract a deep and diverse pool**



3. Decide on written **evaluation criteria** prior to review

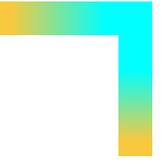


4. Decide on the review **process** to be used prior to review



5. **Impartial** treatment of job candidates

Important Contact Information



Garth D. Headley, Director of Equal Opportunity
Department of Access, Compliance, and Equal Opportunity (ACE)
ace@fiu.edu



Emmanuele Bowles, Assistant Vice President
Division of Human Resources
archange@fiu.edu



Nicole Attong, Interim ADA and Accessibility Coordinator
Office of Civil Rights Compliance and Accessibility (CRCA)
ocrca@fiu.edu



Jacqueline Moise Gibbs, Interim Director/Title IX Coordinator
Office of Civil Rights Compliance and Accessibility (CRCA)
ocrca@fiu.edu

FIU

REPORT. 



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