

# SEARCH ADVOCACY INITIATIVE

## WOODBURY SCHOOL OF BUSINESS

### CHECKLIST

#### *Additional Steps For WSB Search Committees*

#### **ADDITIONAL JOB DESCRIPTION ASSESSMENT**

- Description has been reviewed through software for bias detection. (link below)
- Department Chair has completed UVULead:Writing Job Descriptions training.

#### **SEARCH COMMITTEE GUIDELINES**

- Committee Chair has met with a WSB Search Advocate prior to forming the committee
- At least two women are serving on the committee or one woman and one minority.

#### **FACULTY POSITION OUTREACH**

- Advertising in the Ph.D. project
- Ask chairs to reach out to faculty members to share posting through diverse networks.

### SUPPLEMENTAL RESOURCES

[Gender Decoder - Check for bias](#)

[Eploy Check My Job - Bias checker and best practices](#)

[Oregon State University's Search Advocacy Website](#)