

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](#)