

TO THE SEARCH COMMITTEE:

This packet of materials contains important information for you to review and consider:

- The UIUC Nondiscrimination Statement
- Tips for conducting a fair search
- Guidelines for pre-employment inquiries

In addition, Cindy Kelly in the Library Human Resources Office will provide Affirmative Action paperwork that will need to be completed, as well as a template for comparative evaluation of your candidates.

There are three components to Affirmative Action: 1) wide recruitment; 2) equitable search procedures; and 3) good faith efforts.

Please remember to be open to suggestions from other faculty and staff and ready to accept nominations for a wide range of sources. Pay particular attention to where you advertise your position in order to attract minority and women candidates. Obviously, professional listservs reach a wide audience; Bernice Harrington will recommend print sources for advertisement.

It is particularly important that the screening process used be applied consistently to all candidates. This begins with your position description. Carefully consider what qualifications you wish to list as “required” versus “preferred” or “desirable.” **You may not interview any candidate, no matter how outstanding, who does not meet ALL of the qualifications you list as “required.”** If you accept nominations of candidate names, will you accept all such referrals? If not, there should be particular guidelines for rejecting referrals. Similarly, telephone contact of references should be handled in a consistent manner and documented. Please pay particular attention to the “Tips for Conducting a Search” in this packet.

It is only at the level of considering well-qualified candidates that Affirmative Action can be reasonably invoked. At that level, you have more than paper credentials. You will also have interview impressions that might cause a shift in priority status. And if a minority or a woman is one of the finalists, you will also have to consider the Affirmative Action factor of a “good faith” effort to appoint him/her. It is obvious that at this level the formula for “best qualified” is multidimensional and more subjective than at the initial screening process. The question then becomes whether the Library can maximize the appointment with a well-qualified person and one who confirms the UIUC institutional goal of a diverse workforce.

To make the University’s affirmative action program work, we must engage in such “good faith” efforts. The wide recruitment and consideration of minorities, women and other protected classes* ensures that candidates and employees with appropriate qualifications and potential are afforded equal opportunity for selection, training, promotion, and compensation.

Lisa Romero
Library Academic Affirmative Action Officer

*Protected classes designated by federal or state law:

- Women
- Minorities (African-American, Asian or Pacific Islanders, American Indian, Hispanic)
- Persons with disabilities
- Veterans (as defined by Section 402 of the Vietnam Era Veterans Readjustment Act of 1974)