



Oregon State University

Extension and Engagement

Responsible Executive:

Associate Director for OSU Extension

Effective: October 2022

Diverse Search Committee

1. Rule Statement

- 1.1. The OSU Division of Extension and Engagement (Division) is committed to a diverse and inclusive workforce.
- 1.2. As indicated in the OSU Search Excellence's Hiring Philosophy: *Each time we hire a staff member, administrator, faculty member or student employee, we are given a chance to enhance this community and to demonstrate our university's values of accountability, diversity, respect, and responsibility. We do this by using fair, legal, inclusive, and effective hiring practices that support and comply with OSU policy and procedures in a way that is mindful of climate, culture and diversity, and by affirming the unique qualities of each individual throughout the hiring practice.*

2. Reason for Rule

- 2.1. This Diverse Search Committee Rule addresses the development of search committees, following the OSU Search Advocate Program and its best practices. The goal of the Division's Diverse Search Rule is to meet the intent of the university's philosophy through structure and practice.

3. Scope & Audience

- 3.1. All unclassified and classified recruitments conducted on behalf of the Division.

4. Definitions

- 4.1. Search advocate: OSU faculty, professional faculty, staff, and students who are trained as search and selection process advisors. Search Advocates remain eligible beyond the first year by engaging in relevant continuing education that is recorded and approved through the OSU Search Advocate program.
- 4.2. Supervisor of record: a person who is designated in the OSU human resources system as an individual's official supervisor.

- 4.3. Supervision team: The supervisor of record and any of the following leadership positions working collaboratively to ensure the success of a position and the employee in that position and includes: the regional director, program leader, department head or director, supervisor of record, and lead worker for an employee.
- 4.4. The Division's comprehensive leadership team (known as "The Collaborative") is composed of:
 - a) Executive leadership team: vice provost for extension and engagement (VPEE), associate vice provost for engagement, and associate director for OSU extension
 - b) Executive assistant to the vice provost
 - c) Division administrative leaders: administrative human resources services coordinator, communications director; diversity, equity and inclusion director; fiscal officer; and information and technology director
 - d) Division program/unit leaders: Center for the Outdoor Recreation Economy executive director, KidSpirit director, and Professional and Continuing Education director
 - e) OSU Extension program area leaders (4-H Youth Development, Agriculture and Natural Resources, Family and Community Health, Forestry and Natural Resources, Open Campus, Outdoor School, and Sea Grant)
 - f) OSU Extension regional directors (Central, Coastal, Eastern, North Willamette, Southern, and Western)
- 4.5. Diversity question: a question asked on the recruitment posting and during the search committee interviews that provides a way to determine an applicant's experience and/or perspective with supporting diverse environments in a way that will be relevant to the functions of the position.
- 4.6. Division's administrative diversity recruitment support team: This team includes the Division's Diversity, Equity, and Inclusion (DEI) unit employees and administrative HR services coordinator.

5. Responsibilities & Procedures

- 5.1. All members of the Division's Collaborative are required to complete the OSU Search Advocate Program foundational training every five years.
- 5.2. All Division employees are encouraged to complete the OSU Search Advocate foundational training every five years.
- 5.3. All search committee chairs are required to complete the OSU Search Advocate Program foundational training every five years or have maintained their search advocate eligibility following the OSU Search Advocate Program Continuing Education requirement.
 - a) The search committee chair will not be a member of the supervision team.
 - b) While not a requirement, a best practice is that the search committee chair is selected from a different program/unit/county office from which the position being recruited.
 - c) The intent for the chair being selected from a program/unit/county office removed from where this position will be located is so that the chair will be able to perform their duties free of influence or coercion.
- 5.4. In addition to the search committee chair, all search committees for unclassified and classified recruitments are required to have at least one individual who has completed the OSU Search Advocate Program training and is eligible to serve in a formal Search Advocate role.
 - a) It is a best practice that the Search Advocate come from a different program/unit/county office than the position being recruited. This supports the ability of the Search Advocate to perform their duties in an independent manner, free from undue influence. If after a reasonable amount of time a Search Advocate from outside the program/unit/county office being served cannot be found the regional director or program leader may choose to select an individual who does not meet these specific criteria, but who can, in their best judgement, perform Search Advocate duties. The regional director and program leader (if applicable) will discuss this selection with the Director of Diversity, Equity, and Inclusion and inform the administrative human resources services coordinator of the selection.
 - b) While not a requirement, a best practice is that the Search Advocate is selected from outside of the Division for administrative Division-level searches.

- c) Resources for finding a search advocate trained individual include: OSU Search Advocate Directory which is available on the OSU Search Advocate Program webpage; current Search Advocate spreadsheet which is available in Canvas to those who have completed the Search Advocate Program; and by contacting the Search Advocate Program Director.
- 5.5. The Division's Diversity Equity and Inclusion (DEI) unit is available as a resource to assist with finding a Search Advocate if one is not located using the resources identified in section 5.4.c and 6.0.
- 5.6. All unclassified and classified postings will indicate a minimum requirement of a demonstrable commitment to promote and enhance diversity, the specific wording of this requirement may vary by position. A diversity question must be asked during the interview process. In addition, it is recommended that a diversity question be included in the recruitment postings. OSU refers to diversity questions in the following manner:

“One or more interview questions to elicit information from candidates about their experiences in or their thoughts about promoting and enhancing diversity. These questions should not be used to obtain personal information about the candidate's identity status, but rather to determine what skills they bring to an increasingly diverse workplace. The question might be to simply ask candidates to describe how their background has prepared them to be effective in an organization that values diversity. Another variation is to give each candidate a copy of the OSU Mission Statement and ask them to describe how their background and experience have prepared them to be effective in an environment that holds this value.” Source: [Diversity Hiring Initiative Implementation Guide](#).
- 5.7. If possible, all recruitments should have a committee that best represents the diversity of the community being served.
- 5.8. For all other recruitments, the supervision team will ensure a diverse search committee and search advocate trained membership structure as outlined above.
- 5.9. While the supervision team should be actively involved in the search process, the supervision team as defined under 4.3 should not serve on the search committee.
- 5.10. The Division's Diversity Recruitment Support Team is available to provide guidance.

Division of Extension and Engagement

Diverse Search Committee Rule

- 5.11. Any exception to this rule must be requested of the Division's director for diversity, equity, and inclusion and the associate director of OSU extension. This request will be assessed to determine if an exception should be granted and how to accommodate it. Once submitted, allow for two business days for a response. A link to the [exception request form](#) is available in 6.4. If an individual has registered for an upcoming search advocate training and will meet this rule upon completion of the training, an exception request will not be required.

6. Forms & Tools

- 6.1. [OSU Search Advocate Directory](#)
- 6.2. [OSU Search Advocate Criteria Screening Matrix](#)
- 6.3. [Sample Diversity Interview Questions](#)
- 6.4. [Exception Request Form](#)

7. Frequently Asked Questions

- 7.1. Question: I cannot find a search advocate that meets the 5.4 requirements. What can I do?
Answer: Please request an exception following 5.11 and using 6.4.

8. Related Information

- 8.1. [OSU Search Excellence Guide](#)

9. History

- 9.1. Original issue date: 2014
- 9.2. Last Version: January 1, 2022
- 9.3. Next scheduled review date: Summer 2023

10. Website

- 10.1. [OSU Search Advocate Program Webpage](#)
- 10.2. [Division Rules & Procedures Webpage](#)
- 10.3. [Diversity Hiring Initiative Implementation Guide](#)

11. Contacts

Department	Contact	Website
Division of Extension and Engagement	541-737-2711	https://extension.oregonstate.edu/
Division Diversity, Equity, & Inclusion Unit	541-737-3439	https://employee.extension.oregonstate.edu/dei
OSU Search Advocate Program	541-737-0865	https://searchadvocate.oregonstate.edu/
Division's Administrative HR Services Coordinator	541-737-8406	https://employee.extension.oregonstate.edu/hr