Best Practices for Fostering Diversity in Tenure-Track Searches

Amy Olberding, Sherri Irvin, Stephen Ellis
University of Oklahoma Philosophy Department

Our department at University of Oklahoma has, like many others, become increasingly aware of philosophy’s need to recruit and retain members from presently underrepresented demographic groups. We recognize that the discipline lags behind many, even in the STEM disciplines, in the diversity of its demographic profile. Moreover, we share the worry of many that the discipline’s lack of diversity may owe in part to factors such as implicit bias and stereotype threat operating at multiple stages in students’ and job candidates’ trajectory toward professional academic employment. In an effort to render our hiring processes as fair as possible, we recently revised our procedures to address these issues. The basic outline of our process remain the same: A search committee reviews dossiers in order to narrow the search to 10 to 15 particularly promising candidates for closer scrutiny; this closer look allows us to select 3 to 5 top candidates for final consideration. Our new procedures were developed to make this winnowing process both more fair and more effective. In what follows we outline our amended process in the hope that it may be of use to other departments and, more importantly, may stimulate additional conversation about how to improve the profession.

Context and Rationale

The revision of our search processes is framed by two important principles. First, we take as a given that we all are prey to implicit biases. Our faculty recognize that even

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1 E.g., women represent 20.7% of faculty in philosophy in the United States and only 16.6% of full-time faculty (Norlock 2011). Even worse, as of 2011 there were fewer than 30 Black women employed full-time in philosophy departments (Gines 2011).
2 See, e.g., the comparative chart developed by Kieran Healy that shows the percentage of Ph.D.s awarded to women in a variety of academic disciplines: http://www.kieranhealy.org/blog/archives/2011/02/04/gender-divides-in-philosophy-and-other-disciplines/.
3 In the past, the search committee has selected 10 to 15 job candidates for personal interviews at the Eastern APA Conference and the department has selected 3-5 for on-campus interviews. As we note below, revising our processes has entailed a change in these practices.
4 This is part of the emerging picture of human cognition being advanced by the behavioral sciences. On the old picture, people act to advance all of their values given their whole view
where we are well-meaning and committed to egalitarian principles and to fair evaluation of candidates, we nonetheless operate under the influence of biasing schemas that may influence our estimations of a candidate’s skills, fitness, or philosophical acumen. In addition to operating with biases common to the population at large – biases that will conform to general schemas regarding, for example, race or disability status – we likely operate under more profession-particular biases. As Sally Haslanger has argued, perceptions about who will be readily recognized as a philosopher are prey to a host of historically and culturally embedded schematic associations linking philosophy with the White and male (Haslanger 2008: 3-4). Perhaps most basically, we are likely to implicitly associate “what a philosopher looks like” with what philosophers in fact currently and overwhelmingly do look like – that is, White, heterosexual, non-disabled, and male.

Second, we recognize that the performance of a job candidate within a search is malleable. What we as a hiring department do and the conditions for candidate performance we establish can influence how well a candidate will perform. Implicit bias is relevant here as well: Such biases can, for example, inform whether questions directed at a candidate are, either in tone or content, generously charitable or unsympathetically skeptical, and thus consequently steer whether a candidate appears at ease and comfortable or guarded and defensive. More globally, we recognize that stereotype threat is an abiding risk for candidates from underrepresented groups. Stereotype threat, in brief, is a

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5 Moss-Racusin et al. (2012) found that faculty members were biased against female students who applied for a laboratory manager position. Strikingly, female faculty members exhibited this bias just as strongly as did male faculty members. For a useful summary of various studies regarding how implicit bias may specifically influence hiring, see Women in Science and Engineering Leadership Institute, University of Wisconsin-Madison, “Reviewing Applicants: Research on Bias and Assumptions,” http://wiseli.engr.wisc.edu/docs/BiasBrochure_2ndEd.pdf. This small brochure is also an immensely useful quick tool for orienting faculty and administrators to both the myriad issues at play in hiring and basic recommendations for avoiding bias in hiring.
phenomenon in which a person underperforms relative to his or her abilities owing to his or her membership in a group stereotyped as being less agile or able at the task at hand. Insofar as philosophers are schematized as White, heterosexual, non-disabled, and male, those with elements of social identity outside this schema may be subject to stereotype threat that leads to underperformance. This risk will, moreover, be aggravated where stereotypes are rendered especially salient by group demographics. A candidate in “solo status,” one who has a social identity distinct from that of her interlocutors, will be more prey to stereotype threat, to performance inhibiting psychological responses induced by her outsider status relative to the group (Sekaquaptewa and Thompson, 2003).

In accord with these assumptions regarding implicit bias and stereotype threat, in revising our hiring procedures we aimed to minimize the operation of implicit bias in our evaluation of candidates and to engineer conditions favorable to strong performance for all of our candidates. While we seek, in what follows, to articulate in brief how the desiderata we adopted feature in the logic of particular procedures and practices, it bears emphasizing that the utility of these procedures and practices considerably depends on a department’s enjoying a collective sense of resolve and attention. Faculty need not agree over myriad issues that may bear on a search, but accord regarding general principles and shared adherence to the practices that seek to enact these principles within the search is crucial.

I. Reviewing Candidates’ Dossiers

Our department judges the vetting of dossiers to be the principal activity of our searches. The reasons for this include the fact that the dossier contains the most complete body of data about the candidate, reflects the candidate’s own judgment about how to present herself, and, compared to other elements in a search at least, is less likely to stimulate evaluations influenced by nebulous social factors that may arise when meeting candidates in person. Consequently, many of our hiring procedures focus on just this element of the search, seeking to reduce the potential for implicit bias to feature in our evaluation of dossiers.

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6 One standard example of this observes the way in which the cultural stereotyping of girls as less able at mathematics can operate to depress their performance: Girls, when merely reminded that they are girls, will underperform on math exercises (Ambady et al. 2001; see Shih et al. 1999 for a similar effect in women). For more on how stereotype threat operates and the ways in which it may compromise performance, see Steele 2011. In addition to Steele’s research, the web-based tutorial “Reducing Stereotype Threat” is a very useful resource. See [http://www.reducingstereotypethreat.org/](http://www.reducingstereotypethreat.org/).
**A. Pacing**

Some of our procedures regarding the vetting of dossiers are quite straightforward and simple. Because haste in reading can increase the likelihood of implicit bias (Valian 1998, ch. 14), we take steps to maximize the time available for review of dossiers. In our job posting, we set a sufficiently early deadline for receipt of application materials that the department can reasonably pace its work. Likewise, since our search committee members are responsible for the initial screening of candidates, we adopt an informal policy of protection from other service for search committee members in order to maximize the time they have available for careful review of application documents. Finally, our department has a standing Recruiting and Diversity Committee whose members are available to the search committee throughout the search to assist and advise as needed. The committee assists by performing specific tasks, discussed below, best handled by faculty not directly involved in the search. By handling a number of process questions related to the search, the Recruiting and Diversity Committee guards the time of the search committee. More generally, the Recruiting and Diversity Committee serves as a resource should questions within its ken arise.

**B. Establishing Criteria**

A key desideratum in efforts to address implicit bias is developing clear job criteria and applying these to all candidates as uniformly as possible. Where criteria for a job are nebulous, informal, or unclearly weighted, they are more likely to shift as a reader proceeds from application to application (Uhlmann and Cohen 2005). For example, the dossier of a candidate whose social identity intersects positively with a reader’s implicit biases may incline the reader to weight the areas of the candidate’s strengths more heavily; where negative implicit bias toward a candidate is activated, a reader may unconsciously discount those areas in which the candidate exhibits particular strengths.7 Having explicit, clearly articulated criteria more effectively prevents irregularity in how candidates’ qualifications are evaluated and weighted. Consequently, we develop hiring criteria before ever reading candidates’ materials and have these criteria on hand as reading of the materials proceeds, using them as a continuous check and reminder to encourage uniform review.

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7 For example, one study indicated that job applicants with African American-sounding names had to send one and a half times as many resumes to achieve the callback rate enjoyed by applicants with White-sounding names (Bertrand and Mullainathan 2003); another found that female applicants for postdoctoral fellowships needed 2.5 as many publications to receive the same productivity score as male applicants (Wold and Wennerås 1997).
There can, it should be noted, be complicating factors in developing and employing criteria in the evaluation of candidates. Most basically, there are many legitimate ways in which individual faculty members may disagree about relevant job criteria or how they ought be weighted in evaluating candidates. Such disagreement need not, however, be a barrier to employing this strategy for minimizing bias. Where no consensus regarding the relevant criteria or their weight exists, each individual reviewing dossiers ought have her own list of criteria and thereby guard the uniformity of her individual evaluations. That is, whether criteria are collectively shared or individual, what matters is that they be a governing constant in engaging with candidates' dossiers.

It is also important to note that it can be useful to retain a critical consciousness regarding the weighting of criteria used for evaluating dossiers. While criteria ought be uniformly applied to candidates, the effect of this should likewise be monitored. Thus, for example, if the application of a pre-established set of criteria has the consequence that the resulting pool of top candidates is utterly lacking in diversity, a re-evaluation of the criteria or the weight assigned to various elements may be in order. Shifting criteria are a worry, but this ought not supplant awareness of the complexities of implicit bias. As discussed below, for example, letters of recommendation can exhibit the implicit bias of their writers, so a set of criteria that heavily privileges letters may incline the search toward replicating such biases. Consequently, a careful eye on the results yielded by employing any particular arrangement of criteria and their relative importance is necessary.

C. Screening for Potential Bias Triggers

Even with reasonable pacing and clear criteria, we think it important to enact particular methods of engaging with candidates' dossiers. As noted above, dossiers contain elements that can operate as triggers to implicit bias. Even where we do not consciously register that a candidate belongs (or appears to belong) to a social group, we may unconsciously register it, and associations we implicitly make between the schemas for the group and qualifications for the job can influence evaluation, both positively and negatively. Self-consciously attending to potential bias triggers within the dossiers – those subtle and unsubtle apparent tells that may indicate information about a candidate's identity – can be a strategy for minimizing the influence of implicit bias. Because maintaining awareness of this is inevitably quite difficult where a reader is simultaneously engaging with a complex body of data about a candidate, we devised a mechanism for alerting readers to just those dossiers that contain potential triggers of bias that might disadvantage the candidate.
Before dossiers were vetted by our search committee, members of our Recruiting and Diversity Committee not on the search committee reviewed each dossier with the specific charge of identifying and flagging any dossier that contained potential negative implicit bias triggers. A list of these dossiers was then made available to the search committee and whole faculty, with the list being used as a mechanism to guard against implicit bias. Faculty reviewing dossiers were encouraged to be especially mindful to guard against haste in reading flagged dossiers and to give them a second reading, both strategies for minimizing implicit bias in evaluation. Because reading dossiers with the aim of identifying potential bias triggers is a complicated business, let us outline how we proceeded in doing so.

In identifying potential negative bias triggers within dossiers, we eschewed drawing any conclusions regarding the social identity of candidates. That is, we recognize that there is a substantial difference between drawing conclusions about candidates' actual identity features and registering what may be perceived as tells to identity or may unconsciously be taken as indicating identity features. Thus, for example, while membership in LGBT organizations cannot and should not ground any conclusions regarding someone's sexual orientation, such membership could plausibly trigger implicit biases regarding sexual orientation in a reader. Since our aim was only to identify dossier elements that might trigger bias, then, our listing of potential negative bias triggers included any and all triggers we could identify.

In devising a list of potential negative implicit bias triggers, we thought carefully about what metrics to employ and how to construct the list itself. We judged it important not simply to note that a dossier contained potential negative bias triggers, but to identify something of the nature of these triggers, specifying whether a dossier contained, for example, triggers tracking gender or triggers tracking race. We simply do not know enough

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8 We flag only negative bias triggers. As a practical matter, that is all we can do; if we tried to flag all of the positive bias triggers as well, we would, in effect, just be re-listing all of the dossiers. There is a risk of the flags being treated as, in effect, warning signs: unflagged dossiers being read as normal; flagged dossiers being read as deviant or problematic. (Thanks to Jennifer Saul for pointing this out during the Diversity in Philosophy Conference in Dayton, OH, on May 29-31, 2013.) Taking that worry seriously, we still think that flagging negative bias triggers is necessary. Triggers will cue negative implicit bias whether we flag them or not; making the triggers explicit allows for amelioration. The effect of counteracting negative schemas on the influence of positive schemas, however, is unclear. Hopefully, the general attention to eliminating bias in decision-making will undermine the usual this-is-what-a-philosopher-looks-like associations.
about how implicit bias operates to be confident that triggers for one species of bias will operate as triggers for another do and thus whether guarding against one species of bias will be effective in guarding against any. We thus wished insofar as possible to avoid flagging potential bias triggers by appeal to a generic list. Likewise, we realize that some potential triggers to bias are far more obvious than others. For example, names that appear to betray gender are far easier to spot than a brief line in a cover letter that may appear to indicate disability status. However, a candidate’s dossier can of course contain both and we thus worried that simply flagging such a dossier as containing “potential bias triggers” might obscure the latter, with readers readily alerted to avoid bias tracking gender while still unwary about bias tracking disability status. Again, to emphasize, we do not know whether such biases operate similarly, whether guarding against one would effectively guard against another. In consequence, we devised our list to include some specificity. Our first and most basic focus was to create a category that would apply for any dossiers containing indications that a candidate may belong to a demographic group underrepresented in philosophy. For this, we used the following metrics:

1. Gender: used for dossiers for candidates with apparently female names and/or for whom recommendation letter writers used the pronoun “she.”
2. Racial/Ethnic Identification: used for dossiers containing triggers that may be taken to indicate a candidate belongs to any racial or ethnic group other than non-Hispanic white.
3. LGBT: used for dossiers containing triggers that may be taken to indicate a candidate who is not heterosexual or is transgendered.
4. Disability: used for dossiers that contain triggers that may be taken to indicate a candidate who has a disability.

In using all of the above categories, it should be reiterated, we did not seek to draw any conclusions about the candidates’ identities, recognizing that what may operate as an apparent tell, such as a name that appears to indicate race, is an epistemically unreliable basis for any such conclusions. Our sole aim was to identify what plausibly might trigger bias in readers.

In addition to creating categories to capture potential negative bias triggers linked to demographic features, we also judged it important to create a second list that would capture potential negative bias triggers linked to sub-fields within the discipline, sub-fields that might appear in applicants’ research areas or in their conference presentation or
publication lists. This list was in some measure a concession to regrettable realities in the profession, an acknowledgement that some sub-fields may stimulate implicit bias relating to the sub-field itself or to implicit associations made between sub-fields and the identities of those working within them. For example, low publication rates for articles addressing feminist philosophy or philosophy of race in several top-ranked journals suggest that there may be bias at work in perceptions of these sub-fields, biases that could perniciously attach to any candidate who claims them. Likewise, we were concerned that information about some sub-fields may be unconsciously taken as a tell about a candidate’s identity, the scholar who publishes on disability, for example, implicitly assumed by readers to be disabled and thus vulnerable to biases cued to disability status. We thus constructed a second category of potential bias triggers linked to disciplinary areas and flagged any dossier indicating work or research interest in the following: philosophy of race, feminist philosophy, queer philosophy, disability theory, Africana philosophies, Latin American philosophies, Native American philosophies, and Asian philosophies.

While our principal purpose in flagging dossiers for potential bias triggers is to try to shield these dossiers from implicit bias, having our faculty attend to them with additional time and care, it bears noting that the process itself is valuable. Considering the myriad issues attached to this effort and engaging in shared discussion about our aims brought to the fore of our hiring efforts a greatly enhanced consciousness about the risks and complexities of bias.

**D. Reading Dossier Elements**

A second way in which we sought to manage our engagement with candidates’ dossiers was far less formal but nonetheless important to note. We discussed as a faculty and incorporated into descriptions of our hiring procedures the ways in which implicit bias may influence the contents of candidates’ dossiers. That is, apart from guarding against our own implicit biases, we recognized the need to be aware of how implicit biases could influence what we would see in the dossiers themselves. For example, empirical studies

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9 In addition to including particular sub-fields on our list of potential bias triggers, our department finds it useful to signal in our job advertisements the department’s commitment to inclusivity. This is accomplished by simply adding a line in our ads noting that we are open to diverse approaches to philosophy. Insofar as the discipline may incline toward biases against some sub-fields, we judge it valuable to signal that work or interest in such sub-fields is welcome in our department.

10 Sally Haslanger’s (2008) review of seven top tier journals in analytic philosophy found very few publications in feminist philosophy or philosophy of race. Kristie Dotson’s (2012) essay “How is this paper philosophy?” is an eloquent treatment of these issues and worries.
have shown that letters of recommendation can exhibit significant differences that break down along gender lines, with letters for women applicants tending to be weaker (e.g., Madera et al. 2009; Schmader et al. 2007; Trix and Psenka 2003). Where letters for men tend to emphasize more directly job related skills and intellectual acumen, letters for women tend to emphasize more nebulous social and personal characteristics and speak less often or less emphatically to job related skills. We consequently judged it important that review of letters of recommendation proceed sensitive to this difference.

We also considered risks attached to the “Matthew Effect.” In brief, the Matthew Effect – so named for the biblical passage Matthew 13:12, “For to all those who have, more will be given, and they will have an abundance; but from those who have nothing, even what they have will be taken away” – describes the way in which inequities can accumulate over time as differential expectations inform evaluation and outcomes. Our field tends to favor “hotshots” and prestige departments, but research on the Matthew Effect suggests that differential expectations play a role in different outcomes, in high prestige “hotshots” being more easily able to maintain that status and in others finding cracking into “hotshot” status more difficult even when the quality of their work is equivalent to that of the “hotshots”. The phenomenon can also of course be informed by implicit biases tracking gender, race, and the whole range of biases rooted in elements of social identity.

The relevance of the Matthew Effect for job searches is in the need to maintain awareness that candidates’ past success may have Matthew Effect elements, with early privilege and high expectations setting the stage for continued privilege and elevated evaluative perceptions. Concomitantly, early disprivilege can set the stage for continued disprivilege. We find it important not to bluntly equate the rather nebulous quality of “promise” in early-career philosophers with halo effects of prior privilege and prestige or with accumulations of assets (e.g., prestigious postdoctoral positions or publications co-authored with well-known advisers) that may track with prior privilege and prestige. Candidates who have not yet accumulated such assets, but who are producing excellent work, may have very successful careers if they are afforded appropriate resources and support in their first tenure-track positions.

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11 Brennan (forthcoming) contains a helpful discussion of how Matthew Effect elements may feature in reduced rates of awards and honors accorded women in academia in particular.
E. Forgoing Eastern APA Interviews

Our traditional department practice would have been to interview our top ten or fifteen candidates at Eastern APA. However, as we revised our search procedures we decided to include neither in-person nor Skype interviews at this stage. There are notorious difficulties with the quality of information one receives from an interview.\textsuperscript{13} APA and Skype interviews are highly artificial and stressful situations in which the pressure is on the candidate to offer snap responses. The ability to perform well in such situations may give little indication of how well the candidate would perform in more job-relevant tasks. In addition, interviewer behavior may create unfair dynamics: Dougherty et al. (1994) found that interviewers tend to behave in ways that confirm their first impressions of a candidate, for instance by showing more positive regard to candidates whom they favored prior to the interview. It is not difficult to see how this might enhance performance for some while depressing performance for others.

The data most relevant to future job performance are contained in the dossier submitted by the candidate, but impressions left by an interview, in part because they are so vivid, can end up overriding the more reliable information in the decision-making process. We judged that the time and effort we had previously devoted to sending several search committee members to the Eastern APA would be better spent reviewing our longlisted candidates’ dossiers and reading additional writing samples we solicited from them, in order to base our decisions on highly job-relevant information.

F. Anonymizing Writing Samples

Although we recognize that many risks of implicit bias might be reduced by completely anonymizing dossiers, the logistical and time constraints of a search bar readily doing this. However, we do make an effort in this direction, focusing on what we judge an especially important element of the dossier: the writing samples. Once our search committee has resolved upon a list ten to fifteen preferred candidates, we anonymize the writing samples provided by these candidates and make the anonymized samples available to our entire faculty, encouraging faculty to engage with these versions of the work as preparation for reducing this initial list of candidates to a shorter list. Reviewing anonymized work is a well-established practice in the profession, enhancing the reader’s ability to engage material more directly on its merits. We thus simply adapted this practice to secure its benefits for our job candidates.

\textsuperscript{13} Campion et al. 1988.
G. Ranking the Campus Visit List

As a search proceeds to the stage of the campus visits, we consider it important to anticipate the ways in which direct personal contact with candidates can alter much about the process and subsequent deliberations. Campus visits afford opportunities to interact with candidates in ways that unavoidably blend the social and the professional, so implicit biases may naturally come into play as the data available about the candidates radically expands and includes much more than what strictly bears on their capacities for the job. Because quite nebulous social factors can at this stage easily exert an undue influence on evaluation, we seek to establish our own self-imposed obstacles to such influences. We thus request that when our search committee delivers its list of candidates for campus visits, it present this as a ranked list. Where the search committee cannot agree on a ranking, we ask that each individual member of the committee have his or her own ranked list and indeed encourage all faculty involved in the search to do this. The purpose of ranking candidates prior to their arrival on campus is simply so that we, as a department, will be aware if the campus visits effect a change in our ranking. There may of course be good reasons for re-ordering the candidate rankings after the visits, but the initial ranking, based solely on the dossiers, provides an important stimulus for the department to query just what in the visits has prompted any revised evaluation of the candidates and thus better guard against inadvertently giving way to any biasing elements produced by the visits. Put simply, where minds are changed by the campus visits, we want to both recognize that they have changed and stimulate ourselves to query carefully why.

II. Campus Visits

As a search moves into the campus visit stage, our aims and concerns necessarily expand. Where implicit bias is the risk we seek to avoid in our handling of candidate materials, the visits entail the need for continued attention to this coupled with close attention to the performance conditions we establish for our candidates. With respect to the former, striving to achieve uniformity across multiple candidate visits is our principal strategy. Making each candidate's experience as like another's as possible can, like the application of uniform criteria, better guard against implicit bias featuring in the necessarily comparative judgments and evaluations we must make. With respect to the latter, our goal is most basically to provide an environment that does not disadvantage any candidate. While uniformity in the visit arrangements can go some distance toward this goal, we also
must proceed sensitive to differences in situation, the ways in which, for example, the demographics of our majority male and White department will refract differently through the experience of different candidates depending upon their own identity features. The procedures outlined in this section are efforts to regulate for both of these elements, guarding our evaluations of candidates and engineering the best performance conditions for them we can.

**A. Inviting Candidates for Campus Visits**

We recognize that candidates may have needs that can affect the success or even viability of elements of the campus visit. For example, a candidate with mobility issues may wish an alternative to a walking tour of campus or a pregnant candidate may need additional and more frequent breaks than we typically provide. Consequently, we follow our invitations for the visits with an inquiry regarding any such needs. This inquiry, it should be noted, is made by faculty on our Recruiting and Diversity Committee who identify themselves as such and who are not on the search committee. Our reasoning is that candidates will feel more at ease about announcing their needs, and less concerned about detrimental effects on the assessment of their performance, if given the signal that the department is committed to diversity and invited to communicate with faculty less solely focused on the vetting process.

**B. Giving Candidates Information**

A standard element of the campus visit is a meeting with our departmental governance committee that serves in part to inform the candidate about relevant departmental policies, such as tenure expectations. We recognize that there may be policies of interest to our candidates that they may nonetheless be wary of raising. In particular, inquiring about policies regarding family leave and related tenure clock adjustment possibilities may elicit concern in a candidate about betraying personal information or a life plan he or she would prefer to remain private for fear of its exercising a negative influence on our evaluation. We wish to avoid placing candidates in such a position and consequently ensure that such information is conveyed as part of a regular checklist of items to address. Moreover, we convey that this information is routinely supplied to all candidates, to guard against, for example, women candidates receiving the impression that we are notifying them *in particular* about parental leave and thus placing them at greater risk of experiencing stereotype threat.

**C. On Campus Interviews**
One element of our campus visit is an interview session with the candidate that traverses issues regarding research, teaching and pedagogy, and general features of our department. We consider having a standard format for these interviews important for maintaining uniform evaluation of candidates. Consequently, our interviews follow a scripted list of questions devised in advance to capture what we judge to be the most important and relevant issues to address. Because each candidate within the search is responding to the same set of questions, we avoid the peril of some candidates receiving more “favorable” or “unfavorable” queries and have a more reliable way to compare candidate answers. The search committee conducting the interview is likewise responsible to maintain a uniform format for all interview sessions – for example, settling in advance upon whether follow-up queries will be allowed, who among the faculty present will ask questions, and in what order discussion will proceed.

In addition to ensuring uniformity in this fashion, we also undertake steps to provide the best environment possible for candidate performance. First, because quick facility in answering questions can be unreliable as a criterion in evaluating candidates and, at any rate, the campus visit provides no shortage of opportunities for the candidate to demonstrate “thinking on one’s feet,” our interviews do not operate on this model. Instead, all candidates are provided with the list of the questions in advance of their visit, with each candidate given the questions on a schedule ensuring that all have an identical lead time to consider them. Second, we try to ensure that the audience for the interview reflects the diversity of the department, because this is valuable in its own right, because it helps make our department more attractive to candidates who value diversity, and because it can aid in containing the risks of stereotype threat for some candidates. To the extent that the demographic composition of our department allows, we strive to ensure that no candidate is interviewing under “solo status.” Thus, for example, if a search committee has no women faculty as members, women faculty attend the interviews and participate by asking some of the questions. Finally, we include in all interviews at least one query regarding the

\[14\] Many studies have found that highly structured interviews produce information with much greater predictive validity. For discussion, see Campion et al. 1988; Wiesner and Cronshaw 1988.

\[15\] It may be advisable to limit follow-up questions, or even to eliminate them entirely. Follow-up queries are one way in which interviewers may show more positive regard for candidates they antecedently favor. (Dougherty et al.,1994) Improvised elements like follow-up questions may undercut the greater predictive validity produced by structured interviewing. See Campion et al. 1988; Wiesner and Cronshaw 1988.
candidate’s approach to diverse classroom populations, as well as recruiting and retaining students from underrepresented demographic groups. This, we hope, signals to all our candidates the priority with which we treat diversity issues. It also provides us with valuable information about the candidate’s perspective on an important professional issue that may not be addressed in the dossier.

**D. Job Talk**

Our job talk arrangements largely mimic those we make for colloquia. In our department the job talk is the most high stakes element of the campus visit, however, so we manage it more closely. We assign a member of the search committee to chair the session and moderate the question and answer period. The chair is charged with ensuring that discussion maintains a constructive tone and moves at a reasonable pace, and that questions are asked by a diverse array of people, women as well as men and graduate students as well as faculty. In this, we seek to avoid rather obvious risks, such as prolonged follow-up queries that risk bogging down discussion.

**E. Meals**

Much of the campus visit unavoidably blends professional and social aspects. Hosting candidates for meals requires special care precisely because the informality of meals can reduce vigilance in attention to important professional constraints in hiring processes. For members of the department, such events are a regular, enjoyable social feature of our hosting various guests, but for candidates, meals will almost inevitably be far more stressful, as they are, in an important sense, performing as candidates and potential colleagues. For our meals with candidates, we limit the number of people attending to six. Our reasons for this are multiple. Given our present department demographics, larger parties will almost inevitably overwhelmingly tilt towards a heavily male population. So too, we recognize that the potential to overwhelm a tired candidate is great, and where the numbers are large the candidate will have difficulty even in remembering the names and status of all present. Implicit bias can be cued by elements as subtle as voice timbre, and in large gatherings a more commanding voice may be necessary to be heard while a softer voice operates as a deficit. We also restrict attendance at these events to those formally affiliated with the department to avoid generating any confusion in candidates about just who is evaluating them. Most importantly, when we solicit participants for these meals, we rehearse the norms governing interaction at such events, reminding participants that questions about the personal relationships and family lives of our candidates are strictly
verboten. While our faculty are well aware of these constraints, students may not be and so this helps to avoid any inadvertently inappropriate queries.

III. Final Vetting

Once a search moves past the campus visits and we enter into final deliberations, we seek to minimize implicit bias and, in particular, to control any ‘noise’ produced by the in-person contact of the campus visits. Most basically, we seek to frame the campus visits as data in supplement to the more fundamental presentation of the candidate in his or her dossier. Consequently, we encourage search committee members and all faculty to revisit and review the candidates’ dossiers and the criteria adopted for evaluating them. We likewise recall our initial ranking of the candidates, devised prior to the visits, and query carefully any reasons offered for re-ordering this ranking. Two additional features of our final vetting of candidates are worth particular mention.

A. Soliciting Additional Information

Our graduate students and, to a lesser extent, undergraduates are often involved in various aspects of our searches, attending open events such as the job talk, hosting meals (including a meal during which the candidate meets only with graduate students), and escorting candidates. We believe that feedback from students following a campus visit should be actively sought with the understanding that their interactions with a candidate can sometimes have a very different flavor than the candidate’s interactions with faculty. One of our goals in hiring is to recruit faculty who not only will work well with our students but will actively contribute to maintaining a healthy departmental climate for students. Consequently, any apparent red flags signaled in student feedback about candidates should be closely considered, though here too effort must be made to separate the social from the more substantive, especially since students reporting on their experience may lack the professional background to readily identify what is most salient and within their ken for comment. In soliciting such feedback, our goal is simply to assess the likely effectiveness of a candidate in working with our students and assisting in department efforts to recruit and retain a diverse student population.

B. Structuring Deliberations

Discussion of candidates following the prolonged process of a search may be prey to a number of hazards, not least of which is faculty exhaustion with the process, a reality that can readily slacken attention to guarding deliberations from bias. We thus include in our
hiring procedures basic reminders regarding what we ought count most salient and what we ought omit in our discussions of the candidates. Thus, for example, we have concluded that the more social and informal aspects of the campus visits, such as conversations conducted over meals, ought not exercise any substantial influence in our deliberations. So many variables are in play in these parts of the visit that care should be taken to avoid comparatively evaluating candidates based on them. For example, who attended a meal with a candidate can greatly influence whether the dinner conversation was philosophically lively or not, so we strive to police our discussions in order not to allow such elements to weigh in evaluations. More pointedly, we recognize that the candidate who seems to “fit in” best may do so simply because he or she fits the dominant demographic profile of the existing faculty, and so we eschew any discussions that would frame candidates in this fashion or register faculty's subjective comfort with or enjoyment of a candidate. In short, we seek in our deliberations about the candidates to hew as closely and self-consciously as possible to discussions of the candidates’ work, as represented in the dossier and, to a lesser extent, the formal, professional elements of campus visits. Moreover, we seek at this late stage of the process simply to revive our own awareness that this should be our focus.

IV. Conclusion

Many of the processes we have adopted in our hiring searches are, we think, plain good sense, but rehearsing “plain good sense” explicitly among a faculty has its own value. However organized, searches can nonetheless quite easily become a mix and muddle as faculty juggle their teaching, research, and service obligations while also conducting this important work. Losing sight of our plain good sense is always a risk, and the concerted, collective effort to maintain it can help avoid slips that will corrupt the integrity and fairness of a search. Likewise, many of our processes delve into minutiae of interactions with candidates. This too has value, for where avoiding implicit bias and engineering equitable conditions for candidates are concerned, we are convinced that minutiae matter. Small inequities in how candidates are evaluated and received can have significant consequences in the trajectory of a search. Attending carefully to the smaller things can aid in combating this.

Our department has now employed these processes in two hiring searches and used an earlier prototype of them in a third. From these experiences, we can attest to matters that may be of interest to departments interested in adapting them. First, to the extent that
faculty may be concerned that such elaborate and explicit procedures introduce an odiously additional time- and energy-consuming element to a process that already drains faculty time and energy, this has not been our experience. Developing these processes was time-intensive, but with that work complete, in using these procedures, our searches have achieved a useful efficiency. Many questions that might arise about how to arrange various elements of a search are formally settled for us and so there is an economical automaticity in how we proceed. Where our processes do commit more faculty time to our searches than was heretofore the case – e.g., in constructing a list of dossiers containing potential bias triggers – the investment of additional time has been, in our judgment, worth it.

Second, we realize that having rather strictly formalized hiring procedures may be out of step with the informality that prevails in many philosophy departments. Such formality was, at least in our department, a departure from our past practices. However, we came to the conclusion that formality can often be the friend of fairness. Because implicit bias operates below conscious awareness and because the sometimes casual atmosphere of the profession can casually exclude some, combating these perils is not best served by stubborn insistence on what we find most familiar, natural, or comfortable. Uniformity is crucially important to equitable evaluation of candidates, and uniformity requires formality, an explicit commitment to doing things a particular way so that potentially biased deviations are avoided. Whatever sacrifice of comforts derived from more relaxed processes we have made, we judge them trumped by the enhancements in fairness achieved in our searches.

Finally, while we have not formally sought feedback from our candidates about the processes employed in our searches, what feedback we have received has been overwhelmingly positive. Candidates have attested to finding reassurance in the care with which we manage our interactions with them. Our processes, we think, have served to make the often inhumane experience of job-seeking a bit less so. While we do not address this aspect here, we consider our hiring procedures to be an important recruiting strategy, for they serve to notify candidates that we take their interests and concerns seriously, that we want to optimize their chances to perform well, that our evaluation of them is undertaken conscientiously and carefully, and that we are committed to addressing diversity problems in the larger profession.
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