May 29, 2013

Dear LBC Colleague,

When you take part in any faculty or staff search in the coming year, please take care to be inclusive, whether you are a committee member or someone who meets with candidates. Although we designate one committee member as the point person for diversity, treating all candidates fairly is the responsibility of every faculty and staff member in Lyman Briggs. Resources related to conducting an inclusive search are available on the LBC “open positions” web page (http://www.lymanbriggs.msu.edu/faculty/openPositions.cfm). In particular, Appendix C of the “Best Practices” document from OIII gives offers specific suggestions on each stage of the process, from writing the ad to speaking with candidates.

Academic and professional diversity is already a key part of Briggs: Our faculty and staff members span an incredible range of academic disciplines and other areas of expertise, and we value interdisciplinary and collaborative work. Personal diversity (e.g., by gender, ethnicity, race, or life experiences) in the ranks of the faculty and staff is also increasingly important as we strive to give our students an education that will prepare them to be active citizens in an interconnected world. No matter what your role in the search, you are expected to do your utmost to help the college recruit a diverse applicant pool, be welcoming to all finalists who visit the college, and give careful consideration to all qualified applicants.

Attached is a summary of specific strategies for Best Briggs Search Practices that was developed at a Briggs faculty meeting (2-28-06) and revised by BAC in light of the faculty meeting on Faculty Diversity (12-4-08) and recent search experiences. Following these practices should help our searches run as smoothly as possible.

LBC Associate Dean Mark Largent serves as our college’s Faculty Excellence Advocate under the auspices of the university’s NSF-ADVANCE (ADAPP) project. He will work with each of our search committees to ensure that their work is done in a fair, transparent, and inclusive manner. Please feel free to bring any questions or concerns about our ongoing searches to Dr. Largent.

Finally, please don’t hesitate to let me know if further information or other assistance would be helpful. I am always available to talk about these matters.

Sincerely,

Elizabeth H. Simmons
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Professor, Department of Physics and Astronomy
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