



**WAYNE STATE**  
Office of the Provost

**TO:** Deans  
Department Chairs

**FROM:** Keith E. Whitfield, Provost and Senior Vice President for Academic Affairs

**SUBJECT:** Faculty Search Committee Training

**DATE:** November 2, 2018

Wayne State is strategically focused on the distinctive educational advantage that our diverse, multicultural environment provides. Faculty search committee members play an important role in recruiting, selecting, and hiring excellent and diverse faculty. To ensure that our search committees are properly trained for this important role, I am requesting that each search committee member (member) attend one of the training sessions provided by the Office of Equal Opportunity (OEO).

The training will review best practices for faculty hiring, as well as build anti-bias awareness. Rather than provide departmental training, OEO will begin the practice of training multiple departments during each training session. I am requesting that each member be trained once annually, and that the training occur prior to participating in a search.

All trainings will occur at the C&IT training trailers. Members should contact OEO at (313) 577-2280 to register for one of the training sessions listed below:

<b>November</b>		<b>April</b>	
Friday, Nov. 9, 2018	2pm - 3pm	Tuesday, April 3, 2019	10am - 11am
Wednesday, Nov. 14, 2018	10am - 11am	Wednesday, April 4, 2019	3pm - 4pm
<b>January</b>		<b>May</b>	
Monday, Jan. 14, 2019	10am - 11am	Tuesday, May 7, 2019	10am - 11am
	3pm - 4pm	Wednesday, May 8, 2019	3pm - 4pm
Friday, Jan. 18, 2019	10am - 11am		
	3pm - 4pm	<b>June</b>	
<b>February</b>		Tuesday, June 4, 2019	10am - 11am
Tuesday, Feb. 5, 2019	10am - 11am	Wednesday, June 5, 2019	3pm - 4pm
Wednesday Feb. 6, 2019	3pm - 4pm		
<b>March</b>			
Tuesday, March 5, 2019	10am - 11am		
Wednesday, March 6, 2019	3pm - 4pm		

Thank you in advance for helping make the search process for new faculty one we can be proud of and that promotes identifying the best, brightest and diverse pools of candidates for consideration.