

The [Office of Faculty Affairs](#) in collaboration with the [Office of Diversity, Equity and Inclusion](#) have scheduled these training sessions for the AY '17-'18:

Faculty Affairs Policies and Procedures (Required)

Offered: September – October | **Length:** 120 minutes

This training session provides guidance and information for search committees on the University's policies and procedures for tenure-track recruitments. All committee members are welcomed, but at least one member of each committee must attend one session, and we especially encourage attendance by those who have never before served on a search committee.

Participants will gain an overview of the rules and regulations guiding the recruitment process, required documentation, committee membership, and using Interfolio to accept and review applications, etc. In addition, they will learn the current landscape of diversity at SJSU, the connections between faculty diversity and student success, and key points throughout the recruitment process to assess applicants' demonstrated experience with diversity and inclusion in support of student success.

Date	Time	Location
Wednesday, Sept. 13	10 – 11:30 a.m.	SU 3A
Monday, Sept. 18	11 – 1 p.m.	MLK 255
Wednesday, Sept. 20	10 a.m. – noon	MLK 255
Thursday, Sept. 21	1 – 3 p.m.	SU 1B
Monday, Sept. 25	Noon – 2 p.m.	MLK 255
Monday, Oct. 2	10 a.m. – noon	MLK 255
Tuesday, Oct. 3	9:30 – 11:30 a.m.	MLK 255
Thursday, Oct. 5	3 – 5 p.m.	SU 3A
Friday, Oct. 6	10 a.m. – noon	MLK 255
Wednesday, Oct. 18	4 – 6 p.m.	MLK 255

*To attend any of these training sessions,
please **RSVP** at <http://bit.ly/FacultyRecruitment2017>*

Refresher Workshop on Best Practices (Optional)

Offered: Monthly from September – March | **Length:** 90 minutes

All committee members are welcome to attend this optional workshop, which will review the information and best practices presented in Session A, as well as provide time for participants to consult one-on-one with facilitators to customize the tools for particular areas and disciplines. Examples of support that can be provided are: designing campus visits that support candidates' interest in campus diversity, how to design interview questions that assess candidates' experience with diversity and inclusion, and coaching and advise in recruiting conversations and scripts, and other requests from participants.

Date	Time	Location
Thursday, Oct. 12	2 – 3:30 p.m.	SU 4A
Wednesday, Nov. 8	10 – 11:30 a.m.	SU 3A
Tuesday, Dec. 12	2 – 3:30 p.m.	SU 3A
Wednesday, Feb. 7	9 – 10:30 a.m.	TBD
Friday, March 9	10 – 11:30 a.m.	TBD

*To attend any of these training sessions,
please **RSVP at** <http://bit.ly/RecruitmentRefresh2017>*