



Mutual Expectations for Evaluation Committees

In this document, we outline the mutual expectations for our committee, which were developed to create an inclusive, collaborative working environment. After reading this document, please sign and date the agreement at the bottom and return it to the committee chair.

Equity, Diversity, and Inclusion

- As a committee member, I value equity, diversity, and inclusion in terms of both the dynamics within the committee as well as in the processes we use to evaluate candidates. Realizing the role of bias in evaluation, our committee has agreed to the following practices: **ADD AS RELEVANT.**

Attendance and Full Participation

- I commit to being present at all committee meetings. If I am unable to attend a session, I will notify the committee chair before the meeting.
- I agree to be on-time to meetings, including staying through the entire meeting and ending meetings on-time. I also agree to limit my use of technology during the meeting, including responding to email or text messages, especially if/when the committee meetings virtually. I agree to complete my assigned committee work prior to the meeting.

Communication

- I acknowledge discussion, interaction, and thoughtful participation are critical components of making the committee effective. I agree to self-monitor my participation by avoiding speaking for more than 2-3 minutes continuously so others are able to contribute to group conversations. I agree to avoid side conversations.
- I agree to keep committee deliberations confidential and agree to involve all search committee members in conversations regarding candidates when reasonable.
- I agree to be respectful in my communication, including by giving credit appropriately and keeping my constructive and aimed at the content of the discussion, not at the individual.
- To foster more inclusive conversations, I agree that early-career faculty members or those with less experience on the committee will be invited to offer comments at the beginning of each meeting, followed by more seasoned committee members.

Deliberations

- Our committee expects to review 4 candidates for promotion in this cycle. Each committee member will be assigned a case to present to the committee at the beginning of the meeting.
- After the case is presented, the speaker order will be rotated such that there is a different first speaker each time.

Name (Printed): _____ Signature: _____

Date: _____

Adapted from Harvard Graduate School of Education Participant Code of Conduct and the Inclusive Scientific Meetings Guide (Pendergrass et al., 2019).