

Search Plans

Search plans are recruitment strategies designed to broaden the field of qualified candidates and invite applications from candidates who might not otherwise think of applying to work at the University of Adelaide. They provide a mechanism by which the University can expect to develop over time, a more diverse academic staff profile and make sure that equity and diversity issues are considered.

Requirement to use a Search Plan

An example of when to use a search plan is with customary searches for female applicants. It is suggested that, for instance, where less than 30% of the teaching and research staff in a department is female, a search plan is developed to attract well qualified female candidates.

Additionally, committees are advised to consider the profile of the staff in the relevant department and to make efforts to attract suitably qualified candidates from a range of backgrounds such as:

Aboriginal and Torres Strait Islander people

- those for whom English is not their first language.
- as a matter of course, committees are advised to ask themselves whether the most highly qualified person for the position, who may have a disability, be female or homosexual or of another culture, is likely to be attracted to this School or area at the University of Adelaide.

Possible Academic Search Plan Processes

Search plans describe the activities of the committee in regard to recruitment. A typical search plan may include such things as:

E-mail contact with cognate departments around Australia and where appropriate, overseas, asking Heads or equivalent to draw the position to the attention of suitably qualified candidates and particularly expressing the desire of the department to have a diverse field of candidates from which to choose

- advertisement at conferences and seminars organised by women in the profession
- invitations to professional associations of women to draw the position to the attention of their members
- contact with Heads of Schools of degree courses of Indigenous Studies asking them to draw the position to the attention of their staff and where appropriate, post-graduate students

- use of specialist job networks including those for Aboriginal and Torres Strait Islander people and people with a disability

Possible Professional Staff Search Plan Processes

Administrative positions at every level should similarly develop a search plan on the basis of diversifying the composition of the staff in the area.

In student service areas for example, the profile of staff may be very different from that of the student base. Search plans may include:

- advertising through job networks specialising in placing Indigenous Australian candidates
- advertising casual or short term contract positions through student associations including the Overseas Students Association and at Wilto Yerlo
- advertising in community newsletters, and through relevant associations and specialised journals including those for librarians, human resource and information technology professionals.

Candidates applying as a result of a Search Plan

That someone is encouraged to apply through the search plan does not mean that they will be treated other than on merit in the selection process. The point is to invite the widest possible group of candidates to apply. Once applications are received, it is their skill, knowledge and experience which count, not their gender, race or irrelevant disability.

Committees are however expected to observe the following long standing policy positions of the University:

- allowance shall be made for any gap in a candidate's scholarship and research record due to the discharge of family responsibilities
- no decision shall be based upon any supposed inconvenience to the department concerned due to a candidate's undertaking of family responsibilities