

TENURE-TRACK FACULTY SEARCHES

Role of Search Committee Members

SEARCH APPROVAL AND INITIATION

Attend the Search Committee meeting. The purpose of the meeting is to review and finalize all of the search materials that are uploaded and posted with the position in PeopleAdmin. Be sure, during the meeting, that you understand the position, the qualifications and the search process “do’s and don’ts” and goals from the perspectives of the Dean, Department Chair, Human Resources and Social Equity. Confirm that you have access to the search using PeopleAdmin.

Add to your calendar the dates and times reserved for phone inquiries, reference checks and campus interviews.

If the materials are approved, at the end of the meeting, Social Equity will forward the search to the Provost for his review and approval. The Provost will then send the search materials to Human Resources for posting or return it to the Dean for further refinement. If the materials need revision, Social Equity will return the search to the Department Chair for updating and revision. (Searches move from Department Chair, to Dean, to Social Equity, to Provost, to Human Resources.)

PHONE INQUIRY, PRE-INTERVIEW and INTERVIEW STAGE

When the position is posted and before the full consideration date (FCD), review all applicants to determine whether applicants meet the required qualifications. Use a Selection Criteria sheet to note any required qualifications the applicant did not meet and record decisions about required and preferred qualifications they meet.

After the full consideration date (FCD), attend the search committee meeting, prepared to discuss your review of applicants and reach a group consensus as to which applicants are qualified and which applicants are not.

With the group, reach a consensus as to:

- Which applicants do not meet the required qualifications.

- Which applicants meet the required qualifications. (candidates)

- If the pool of candidates is adequate.

- If not, the search can be re-advertised and extended.

- If phone inquiries needed and if so with whom.

- If phone inquiries are not needed, which candidates to invite to campus for interviews.

Confirm the scheduled meetings and dates and times for phone inquiries, interviews, reference checks and campus tours.

Participate in phone inquiries if they are scheduled, using the list of approved phone inquiry questions. Take notes.

Participate in search meeting after phone-inquiries are completed. With the group, discuss the findings of the phone inquiries. Provide search chair with the job-related reasons why candidates who had phone inquiries were, and were not, selected for campus interviews. The search chair will be required to send this information to Social Equity and Human Resources.

Participate in reference checks when they are scheduled. Call references identified by the recommended candidate(s), using the approved reference check questions. Take notes.

With the search committee members, select candidates for campus interviews.

Participate in Campus Interviews when they are scheduled, using the list of approved campus interview questions.

POST-INTERVIEW and APPOINTMENT STAGE

Participate in search meeting after campus interviews are completed. With the group, discuss the findings of the campus interviews. Provide search chair with the job-related reasons why candidates who had campus interviews are, and are not, recommended for hire. The search chair will be required to send this information to Social Equity and Human Resources.

With the search committee, determine the candidate(s) recommended for hire.

Give the search support person all of your selection criteria sheets, phone inquiry notes, campus interview notes and reference check notes.