RESPONSIBILITIES OF SEARCH COMMITTEES

The search committee is a valuable part of the search process. Its members work collaboratively with the hiring official to recruit, screen, interview, and recommend candidates for further consideration. However, the hiring official makes the final decision about whom to hire. The Committee’s responsibilities generally include

- Assisting in the development of the employment announcement and recruitment sources;
- Establishing criteria to be used in evaluating a candidate’s qualifications for a position (as outlined in the job profile);
- Screening and evaluating resumes in order to develop a “short list”;
- Recommending candidates for a campus interview; and
- Interviewing candidates and making recommendations to the hiring official.

The hiring official shall identify and appoint a search committee chairperson. The role of the chairperson is to coordinate all aspects of the recruitment and selection process with the hiring official, including:

- Assuring the search process conforms to University guidelines and applicable state and federal laws;
- Coordinating communication with the appropriate representative of the Human Resources Department, the search committee, and candidates;
- Facilitating interviews and search committee meetings; and
- Resolving conflicts should any arise

Confidentiality

Confidentiality is the foundation of a credible and trustworthy search process. A breach of confidentiality threatens the successful outcome of the search process in two ways: First, it may result in the termination of the process resulting in a serious loss of time and resources and potentially viable candidates. Second, it may cause the most qualified candidates to withdraw from the process fearing that a premature disclosure of their candidacy will jeopardize their current employment. The University requires confidentiality from all persons involved in the search process from its inception to its conclusion, unless otherwise permitted in these procedures.

All application materials, including but not limited to cover letters, resumes, and references are confidential and must be kept secure. At no time should any information be provided to any other applicant. Review the ‘Record Retention’ section for more information.

In searches where there is an internal candidate, applicant files must not be made accessible to that employee. Internal applicant(s) must not attend any activities, presentations, or interviews involving other applicants. Neither shall the internal candidate be permitted to vote or decide which applicants should be interviewed or offered the position.