

## THE CHARGE OF THE SEARCH COMMITTEE

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The respective Search Committee Chair, or his/her designee, must provide instructions to the Search Committee as to the scope and nature of its responsibilities. These instructions are to include making a clear distinction between the activities of the Search Committee in the earlier stages of the process and those of the Department in the final stages of the process, which culminate in the selection of the successful candidate.

Some of the elements of the charge of the Search Committee include:

1. The number of positions to be filled.
2. The parameters of these positions, including title and salary. Note, the Office of Human Resources and Risk Management must approve all proposed salary ranges.
3. Preferred timetable for the appointments.
4. Essential qualifications required of all candidates.
5. Affirmative Action and Equal Employment Opportunity concerns.
6. The importance of good record keeping and compliance with University policies and practices in this area.
7. The formulation of the Search Committee's recommendations to the Department on semifinalist and interviewees.
  - A. How many names are to be brought forward?
  - B. What information, comments, or evaluations should be attached?
  - C. Are names to be ranked?
  - D. Are dissenting reports in order?
  - E. Must a final list include under represented group candidates?
  - F. Is the committee's semi-finalist recommendations binding or advisory?
  - G. Under what circumstances can the entire slate be rejected?
  - H. Will the search be re-opened if none of the semi-finalists are appointed?
  - I. What is the role of the Search Committee in interviewing the candidates and checking credentials?
  - J. What is the role of the Search Committee in deciding to close down the search or re-open the process?

Adapted from The Search Committee Handbook: A Guide to Recruiting Administrators by Theodore J. Marcheses. Used with permission of the American Association for Higher Education.