

The Search Committee

Members of the search committee have the following responsibilities:

1. Attend all meetings and maintain appropriate confidentiality about search committee proceedings,
2. Become familiar with the nature of the position, position responsibilities and requirements;
3. Assist in the recruitment process, including personal contacts;
4. Review all applications and make an objective evaluation of applicants' suitability for the position;
5. Participate in discussions for the purpose of screening and selection of candidates;
6. Assist the Chair with travel accommodations and interviewing schedules;
7. Participate in observing demonstration classes or seminars and formal interviews;
8. Complete evaluation forms for candidates' demonstration classes or seminars and for the formal interview;
9. Make telephone calls to references as assigned by chair and make reports to the entire committee;
10. Participate in final evaluation and formulation of recommendation to the Vice President or Dean/Director.
- 11. *The committee also has a role in welcoming the new hire. Members of the committee should contact the new hire as they are settling on campus. This contact may be by telephone, e-mail or preferably in person. It is even appropriate to invite the new hire to lunch. An effort should be made to maintain casual contact throughout the year.***

Conflict of Interest. Persons who should not be part of a particular search committee include those who may have a personal interest in the position or who could be viewed as having a conflict of interest involving applicants or potential applicants for the position. Even the appearance of a conflict of interest should be avoided. If a family member or other close ally is a potential applicant, the member should excuse him/herself from committee membership.

Special Note on Confidentiality

Maintenance of confidentiality is absolutely essential throughout the entire search process. Members owe a duty of care to the university and to one another to protect absolutely the freest expression of opinion in committee deliberations without fear that comments will be shared with others outside the committee. Especially in discussing candidates, every remark must be taken as privileged. Committee deliberations and decisions are to be held in strict confidence until public disclosure is necessary for conduct of on-campus interviews and for final selection. Disclosure must only be on a need-to-know basis.