



OFFICE FOR ACCESS AND EQUITY

The Hiring Officer

The Hiring Officer is the individual to whom the search committee forwards its recommendation for hire and to whom the successful candidate typically reports once hired. The administrative functions of the role may be delegated to a representative. The Hiring Officer **cannot** be a member of the search committee.

The Hiring Officer's approval certifies the authorization to fill a position at the salary, level, and scope specified. It additionally attests to the unit's commitment to furthering the objectives of equal opportunity and affirmative action in hiring and promotion practices. The Hiring Officer is responsible for Affirmative Action even if he/she delegates the role.

The Hiring Officer must develop a diverse search committee, identify the search chair and confirm that the proposed search committee members have completed required search committee training before appointing them to the committee.

Whenever possible, the search committee should meet and receive charge before the search is placed on the job board. This will ensure that Hiring Officer's wishes are understood and acted upon from the beginning. The Charge can be verbal or written. The verbal charge allows the committee to ask questions. The written version is valuable as a point of reference throughout the process, particularly if deliberations over candidates should stall progress. The purpose of the committee and the manner, in which the committee's work is completed, should also be predetermined, and noted during the charge.

Conducting the charge should entail:

- The vision and scope for the position
- The short- and long-term challenges and opportunities
- The specific criteria that are important to the college/department and the institution
- The expected timeframe for the search and anticipated start date for the new hire
- The awareness and mitigation of blind spots in candidate assessment and the importance of the university's diversity and Affirmative Action Plan (AAP) goals for the college/department, affirming that the search process should be equitable and free from discrimination
- The evaluation process, interview format, and preferred number of finalists
- The search committee's role in the active recruitment of qualified, diverse candidates
- The department's ability to sponsor candidates
- The importance of the committee's work and full participation by each committee member
- Remind committee members to complete required search committee training if they have not already done so
- Any other unique requirements

It is recommended that committees provide a slate of candidates with a description of their strengths and weaknesses. This gives the Hiring Officer flexibility, and it gives the department an alternative if one candidate withdraws from the search. While the work, efforts, and opinion of the search committee is highly valued, it should be noted that the Hiring Officer is not required to follow the search committee's recommendation.