



OFFICE FOR ACCESS AND EQUITY

The Search Committee Chair

The committee chair is responsible for the overall conduct of the search. The chair has an important responsibility and must ensure that everything that must happen throughout the search process, does happen, whether he or she performs the function. The committee chair can call upon the hiring officer, HR coordinator, Academic Search Coordinator, or OAE, to assist him or her in completing the duties of the position.

Responsibilities of the Search Committee Chair include:

- Consult with HR Contact and Academic Search Coordinator to review the search process and seek guidance as appropriate
- Maintain the confidentiality of the committee proceedings, identity of the candidates, and all communications with the candidates.
- Establish ground rules for the committee and ensure that the intent of the charge is carried out
- Assign duties to committee members, such as note taker, host, diversity advocate, etc.
- Coordinate administrative and logistical support of the search process
- Work closely with the Hiring Officer and Academic Search Coordinator throughout the recruitment and selection process and help to recruit, identify, and contact potential applicants, to include diverse candidates
- Work with the search committee to develop a screening evaluation tool according to job-related criteria (i.e., position description, advertisement, charge, and organizational analysis), and without regard to stereotypes or presumptions regarding ability or disability.
- Review all applicant materials and provide regular status reports on search committee activities as well as committee recommendations
- Maintain all records associated with the search process
- Schedule and lead all search committee meetings
- Guide the committee in developing and implementing a search plan and manage the professional and timely operation of the committee
- Provides committee members with information and materials needed to conduct an effective search
- Act as a liaison between search committee members and candidates. This includes the coordination and scheduling of interviews
- Notify all applicants that did not move forward throughout the process of the search. After each step in the process, disposition the applicants and notify them via written correspondence