



Elements of Charge to Search Committee

The hiring official will provide written instructions to the search committee as to the scope and nature of its responsibilities, including making a clear distinction between the activities of the search committee in the earlier stages of the process and those of the hiring department in the final stages of the process which culminate in the selection of a successful candidate.

	Element
	1. Identifies the number of positions to be filled.
	2. Identifies the parameters of these positions, e.g., rank, tenure constraints, salary.
	3. Identifies preferred timetable for the appointment(s).
	4. Identifies essential characteristics in the candidates, such as national reputation, teaching experience, areas of specialty for research, ability or experience with working with diverse populations, and grant experience.
	5. Confirms affirmative action consideration focusing on department diversity.
	6. Clarifies administrative support, including fiscal resources for the process.
	7. Confirms the importance of good record keeping and compliance with University policies and processes related to faculty hiring.
	8. Identifies number of candidates for committee to recommend as semifinalists and/or interviewees.
	9. Identifies what information, comments or evaluations should be attached to recommendations.
	10. Identifies whether the names are to be rank ordered.
	11. Identifies whether the committee's recommendation is advisory.
	12. Describes under what circumstances the search committee can reject the entire pool
	13. Describes the role of the search committee in interviewing the candidates and in checking credentials.
	14. Describes the role of the search committee in deciding to cancel the search or re-open the process.
	15. Provides specific information on how to transfer responsibilities for the hiring process from the search committee to the department and its hiring official at or about the time the semifinalists are selected.