



## Search Committee Duties

Done?	Task	Responsible Party	Target Date
	1. Serve as liaison between the committee on the one hand and the hiring official on the other	Search Committee Chair	
	2. Ensure that the charge is carried out	Search Committee Chair	
	3. Call and chair meetings	Search Committee Chair	
	4. Ensure that proper records and meeting minutes are kept	Search Committee Chair/Search Coordinator	
	5. Correspond with semifinalists	Search Committee Chair	
	6. Coordinate administrative and logistical support	Search Committee Chair	
	7. Serve as lead host for candidates on campus	Search Committee Chair	
	8. Coordinate the efforts of all committee members	Search Committee Chair	
	9. Perform all duties of regular committee members	Search Committee Chair	
	10. Perform other duties as requested by hiring official	Search Committee Chair	
	11. Help to identify and contact potential applicants	Committee Members	
	12. Attend all scheduled meetings	Committee Members	
	13. Review all materials	Committee Members	
	14. Screen applicants	Committee Members	
	15. Host candidates	Committee Members	
	16. Participate in the interview process	Committee Members	
	17. Check references	Committee Members	
	18. Maintain appropriate confidentiality about search committee proceedings	Committee Members	
	19. Other duties as assigned by chairperson	Committee Members	

From: University of New Mexico-Faculty Search Committee Procedures Handbook