



Tips on Forming a Search Committee

Done?	Task	Responsible Party	Target Date
	1. The committee must have at least three members.	Hiring Official	
	2. The committee must be diverse, with at least one woman and at least one minority (cannot be the same person).	Hiring Official	
	3. Determine whether each potential appointee has sufficient time to devote to Search Committee duties.	Hiring Official	
	4. Ensure that the committee possesses technical expertise sufficient to make astute comparisons among applicants.	Hiring Official	
	5. Ensure that the committee represents a variety of perspectives on the role and function of the vacant faculty position.	Hiring Official	
	6. Appoint stakeholders, for example, may appoint graduate or undergraduate student, or community member who works in a field of specialization related to the academic discipline.	Hiring Official	

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