



SEARCH COMMITTEE CHECKLIST FOR FACULTY AND ADMINISTRATOR POSITIONS

To be maintained by the Search Committee Chair and shared as requested.

Search Committee Formation and Organization		
1		Search Committee and Search Committee Chair are identified by the Dean/Supervisor and Department Chair, where applicable. The Search Committee membership must be as diverse as possible, including members who identify as female and members who identify as being from an underrepresented racial or ethnic minoritized group.
2		Search committee orientation meeting with the Dean/Supervisor.
3		Search Committee Training completed by all members of the Search Committee _ Unconscious Bias Training _ Evaluating Diversity Statements _ How to develop and use evaluation criteria for applications and interviews
4		Search Committee meets to develop rules of engagement, Candidate Evaluation Criteria, and refines other documents for search using available templates.
5		The Position Announcement contains required university content, includes diversity and inclusion proactive language, and solicits a diversity, equity, and inclusion statement as part of the application materials.
6		Search Committee established a plan for advertisement and recruitment that includes where the position will be posted and how it will be communicated to others to reach a diverse body of potential candidates from a variety of backgrounds.
7		Search Committee Chair presents documents developed from steps above for Dean/Supervisor approval.
8		
Search Committee Review of Applicant Materials		
9		Review Applicant Materials using pre-established evaluation criteria for application review. The Search Committee Chair maintains a log of reasons why applicants were not hired.
10		
Search Committee's First Round of Interviews		
11		Committee confirms criteria to be used to select first round of interviewees (virtual interviews)
12		Committee selects candidates for virtual interviews using pre-established criteria.



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13	Milestone Check: Identifying First Round Interviewees Dean/Supervisor reviews the quality and diversity of first round candidates based on consultation and report from Search Committee. Dean/Supervisor approves the continuation of the search or meets with the committee to discuss next steps.
14	Committee establishes interview agenda, set of interview questions, and communication templates for first round interviews.
15	Search Committee Chair sends communication to first round candidates to schedule virtual interviews.
16	Search Committee conducts first round interviews using the same set of core questions for each candidate.
17	Search Committee select finalists based on evaluation criteria.
18	Milestone Check: Identifying Finalists Dean/Supervisor reviews the quality and diversity of finalists based on consultation and report from Search Committee. Dean approves the continuation of the search process or meets with the committee to discuss next steps.
Search Committee's Preparation for Finalists' Interviews	
19	Committee finalizes on-campus interview schedule, responds to candidates' request for additional materials, and communicates with finalist about on-campus interviews.
20	Search Committee Chair sends candidate packets and evaluation forms to Dean/Supervisor and other Interviewers 5 business days before the interview.
21	Search Committee Chair sends communication to Finalists regarding reference checks. (Advise candidates the reference checks will be done for all candidates.)
22	Search Committee Chair performs reference checks for finalists either before or after the interviews.
23	Search Committee Chair oversees interview schedule of on-campus finalists.
24	Search Committee Chair distributes and collects finalist evaluation forms from all stakeholders who participated in interview sessions.
25	Search committee collects, digests, and deliberates using all feedback and evaluations.
Concluding the Search	
26	Search committee creates an evaluation packet for the Dean/Supervisor including all review sheets and the committee's evaluation of each finalist.
27	Dean/Supervisor contact candidate to make an offer. The Dean/Supervisor forwards the CV, Contract Request Form, and Contract Request Letter to the Provost and Vice President for Academic Affairs.
28	After offer is officially accepted, all first round and finalist candidates are notified by Search Chair that the search is completed. HR notifies other applicants.
29	Search Committee Chair submits summary of the search in a debriefing report to the Dean/Supervisor and Departmental Chair, where applicable.

Revised 12/6/2021