



Search Committee Member's Roles and Responsibilities

In your role as a search committee member, you will play a vital role in the selection process by providing valuable input in generating a strong pool of candidates who are best qualified to meet the needs of the position, hiring manager, and college or department.

Responsibilities include:

- Attending and participating in all scheduled meetings.
- Remaining flexible with your schedule to guarantee participation in all meetings and interviews.
- Maintaining the confidentiality of all committee proceedings, identity of the candidates, and all communications with the candidates.
- Drawing upon connections to support recruitment efforts.
- Reviewing all applicants objectively for qualifications. Challenging conventional assumptions and setting aside biases and preconceptions to fully consider all who may be qualified to assume University roles.
- Participating in all of the interviews and provide constructive feedback to the committee as it relates.
- Assisting with on-campus interviews and after hour events (i.e. dinners, receptions).
- Assisting the chairperson with the preparation of an unranked list of the best qualified candidates.
- Meeting all deadlines set by the chair and committee members.
- Forwarding all records and documents to the Talent Acquisition Partner after the search process is completed as these documents are considered public record.