

Role of a Search Committee Chair

The search committee chair should emphasize to the committee UCDHS diversity imperatives. Ensure the search committee understands its advisory role and the importance of confidentiality. All search committee members must have completed unconscious bias training; review each cognitive error with the search committee.

- The search committee should consist of three to five members depending upon the position. Limiting committee size makes it easier to make decisions and schedule meetings. The size of the committee should reflect the importance of the vacant position (the more important the position, the greater the number of committee members).
 - ◆ Composition of search committee must include at least: 1 woman, 1 person of color/underrepresented minority, 1 person from outside of hiring department, 1 junior faculty member (as applicable)
 - ◆ Search Committee Chair must be equitable in rank/series as position being recruited
 - ◆ Search Committee Members must include a majority of members with similar in rank/series as position being recruited
- Include individuals who are in a role similar to the position being filled and are knowledgeable about the background and skills needed, but a variety of backgrounds makes a committee stronger.
- Provide overall leadership, including working with the committee to establish the process and criteria for evaluating applications, and serve as a liaison between the hiring committee and the department chair or school dean.
- Clearly articulate the specific charge to the committee. Communicate expectations for conduct to all committee members. Keep committee business confidential: it must not be shared outside the committee, except with administrators and others who must be informed about the progress of the search.
- Early in the process, decide how screening and selection decisions will be managed. For example, will committee members assign points that will be tallied at the end? Will majority voting occur? Will the committee strive for consensus?
- Facilitate outreach efforts to identify and attract larger pools of qualified applicants by soliciting suggestions from search committee members and colleagues.
- Design a search process that is respectful and accessible to all candidates. Work with your human resources professional to determine if the applicant pool is appropriately diverse. If not, consider extending the deadline and work with the Office of Academic Personnel to assist with advertising to attract diverse candidates.
- Make sure the recruitment is well documented. When possible, delegate record keeping and correspondence preparation. It is advised that a member of the hiring teams keep all notes, records and correspondence. We are required to retain all recruitment materials for three years.
- Assume responsibility for all outgoing correspondence. Any correspondence related to the search should go out under the committee chair signature or on behalf of the committee chair with their approval, even if someone else prepares it.
- Give committee members specific responsibilities, such as providing deadlines for reading and evaluating applications, making reference calls and assisting with arrangements on interview days.