Before the Search: The Committee

Forming the Search Committee

A Search Committee should receive instructions from the hiring manager setting forth the expectations for the position and the search committee’s role in helping to fill it.

A Search Committee should understand the following essentials:

- The position to be filled;
- The tasks and role of the committee in the search;
- The scope of the search;
- A deadline for receiving recommendations from the committee;
- Affirmative Action considerations (applicable institutional hiring goals);
- Confidentiality.

Each search should begin with a meeting of the Search Committee. The Search Chair will clarify the goals, review the procedures, and emphasize the need for confidentiality. The committee should discuss the responsibilities of the individual members and expectations for attendance, record keeping, decision making, confidentiality, and decorum.

The questions below will help the Committee prepare for the Hire #1 meeting.

Reflection Questions

Committee Composition

- Should changes be made to the search committee membership in light of what you learned from the video?
- Have we assembled a committee inclusive of gender, racial, and ethnic diversity?
  - If no, could a faculty or staff member from a complementary department/unit serve on the committee?
  - Alternately, is there a trained equity advisor that might serve on the committee?

Diversity and Equity

- Does the committee understand what constitutes diversity and support the need for a diverse candidate pool?

Outreach and Recruitment

- What resources and individuals can we engage at our institution to assist with the stages of the search and hiring process? For example, how might we utilize diversity and inclusion offices, academic affairs, human resources, affinity groups/caucuses, and diversity mentoring programs for faculty?
- What resources can we engage in our community/discipline regionally, locally, and nationally?
This material is designed to be used in conjunction with the HERC Search Committee Toolkit videos, available to HERC members via HERCconnect.