

ACADEMIC FACULTY SEARCH CHAIR CHECKLIST

This checklist has been developed for academic faculty searches and is intended to be used after appropriate administrative channels have approved the position and a search committee has been identified by unit faculty.

BEFORE the SEARCH

- Convene the Search Committee (department faculty) to discuss the position and draft a job ad. Discuss the functions of the position, identify the skills the candidate should possess, and any degrees/licenses/certifications. Discuss additional characteristics as appropriate. Assign

meetings, and making a recommendation to the hiring authority. Strategizing on a timeline can assist in minimizing time to fill the vacancy.

- Invite your Primary Recruiters and procedures.
- Conflicts of interest. Determine how the search committee will handle conflicts of interest with prospective candidates at each stage of the search process. If you have a question, reach out to your Primary Recruiter.
- Screening criteria. Use the job description to ascertain the screening criteria for each required and preferred qualification.
- Evaluation forms. Identify or develop screening and interview evaluation/rubric forms for each stage of the screening process. Sample rubrics/forms are available on the [Recruitment Resources website](#). Your Primary Recruiter can also assist with the development of these tools.
- Develop Interview questions. Task the search committee to develop interview questions and agree on a deadline to formalize.
 - Interview questions should be derived from the job responsibilities and requirements of the position.
 - Every question asked should have a specific purpose (e.g., to elicit

- o Even the appearance of favoritism can make it difficult for the successful applicant to be accepted and can damage their chance of success.
- Revisit the screening criteria together to remind committee members of the previously discussed skills, experiences, and education to meet each qualification. Ensure that all members understand how to complete the evaluation rubric/form.

Initial application review

- Focus on discussing only the materials provided by applicants. Everyone has a story, but committee members only know the stories of a few. Keep the application review equitable for all applicants.
- If known information is shared by accident or because it is critically important, discuss how to obtain similar information for other candidates before the next round of screening decisions.
- Request demographics. Send a request to the Primary Recruiter of the overall applicant pool and semifinalist pool to identify a diversified pool. To mitigate the vetting of individual backgrounds, this request must be made before contacting any candidates.
- Review of applications. Z • Œ Z }uu]šš u u Œ • Z}µo À oµ š š Z materials independently and complete their individual evaluation before any group discussion.
- Schedule a search committee meeting to discuss evaluation results and select a shortlist of semifinalists. Ensure your screening criteria/evaluation rubric clearly demonstrates why viable candidates proceed to the next stage while other candidates are eliminated from consideration. Document the outcomes of candidate rankings.

First round interviews

- EEO approval is NOT required. Conduct via phone or virtually through Zoom or Google Meet.
- Revisit the interview questions previously written and use existing candidate evaluation rubrics or develop additional rubrics/forms for evaluating candidate materials.

- Evaluate candidate interviews independently. Each search committee member should

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After first round interviews

- Schedule a search committee meeting to discuss evaluation results and select a list of finalists. As a group, systematically discuss each candidate and determine which candidates move forward. The screening rubric(s) should explicitly state why viable candidates move forward while other candidates are eliminated from consideration. Document the outcomes of candidate rankings.

Final round Interviews

- EEO approval is required. [Review instructions and approval process](#)
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After final round interviews

- Schedule a search committee meeting to discuss evaluation results and select a list of finalists. As a group, systematically discuss each candidate and determine which candidates move forward. The screening rubric(s) should explicitly state why viable candidates move forward while other candidates are eliminated from consideration. Document the outcomes of candidate rankings.
- Reference checks and finalist selection. Tip: Review the [Reference Check Guidelines](#) for assistance.

AFTER the SEARCH

Complete the search summary report. Use the candidate evaluation rubrics/forms to summarize the outcomes of the search. Record the outcomes at each screening stage.

Retention of search documents. Ensure all search materials are stored and kept for at least three (3) years. This includes signed confidentiality agreements, blank evaluation/rubric forms, interview questions, interview schedules, and search summary report.

Hire and Onboarding. Coordinate with your Business Manager/AA role or appropriate designee.

Plan or coordinate a public announcement of the search outcome, who was hired, and what they bring.

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