

Search Committee Charge Checklist

- Official and/or working title of position in question
- Position (job) description and a copy of the advertisement or position announcement.
- Essential and preferred criteria for selection; criteria that are important to the department and to the University; and the hiring official's view of the position's scope and short- and long-term challenges and opportunities.
- Time frame for completing the recruitment and hiring process (the committee should formulate and distribute a timetable to appropriate constituencies).
- Policy for handling late or incomplete applications.
- University's policy on diversity or affirmative action issues.
- Duties of the search committee chair and individual committee members
- Hiring official's involvement in the recruitment and hiring process.
- Preferred number of finalist candidates to visit the campus and a general idea of the conduct of the campus visit.
- Form in which the committee's final recommendations are to be brought forward (for example, single candidate, ranked candidates, narrative)
- Where and how the committee will receive administrative and logistical support (for example, from the department with the vacancy and Human Resources)
- How Human Resources will support and monitor the process
- Funds available for advertising and for candidates' travel, hotels, and meals
- EEOC AND OFCCP requirements.