

## **Search Committee Member Checklist**

The committee member performs a variety of tasks under the direction of the committee chair. The list provided below are some of the typical responsibilities, tasks, activities and involvement related to committee service.

- Review the search committee PowerPoint and the Unconscious Bias in Academic Hiring & Advancement online program (an email with login instructions are sent by email to all committee members).
- Participate in the charge to the search committee.
- Maintain confidentiality before, during, and after the search of all candidate information and deliberations.
- Attend all committee meetings.
- Perform additional duties requested by chair.
- Be aware of and follow all equal opportunity/affirmative action procedures.
- Review position description, advertisement and other pertinent documents.
- Suggest publications, websites, listserves, institutions, and other sources for the advertisement/announcement, to include outreach sources to attract underrepresented groups (women, minorities, veterans, persons with disabilities, etc.).
- Discuss and agree upon procedures the committee will follow, including: how to screen and evaluate candidates, how you will vote, how screening decisions will be documented, etc.
- Tips for Committee:
  - Agree upon ground rules for evaluating candidates for the search committee and stick to them.
  - Be aware of the possibility of your own unconscious bias.
  - Agree on evaluation criteria.
  - Agree on rules of discussion and how to handle disagreement.
  - Avoid comments (either orally or in notes) that are not job related.
  - Agree on a method for determining who will be invited to interview.
  - Consider alternatives to rank ordering, such as summaries of each semi-finalist.
- Develop specific job-related questions to ask each candidate. All candidates should be asked the same questions, allowing for individualized follow-up questions as needed.
- Provide your professional opinion of interviewees based upon objective interview evaluation document.