

Hiring Official Charge Checklist

The Hiring Authority should provide the search committee with his or her expectations of the committee's performance and results of its efforts. This discussion is commonly referred to as a charge. The charge should ensure that the committee understands its tasks, time line, budget considerations, and other factors including the number of finalists the Hiring Authority wishes to bring to campus.

The search committee should meet before the search is placed on the job board. Search committees should receive the charge before the review process begins. It is recommended that the Charge be both verbal and written. This will ensure that Hiring Official's wishes are understood and acted upon. The verbal charge allows the committee to ask questions. The written version is valuable as a reference tool which can be used as a point of reference throughout the process, particularly if deliberations over candidates should stall.

The purpose of the committee and the manner, in which the committee's work is completed, should be predetermined and noted during the charge. It should be noted that the Hiring Official may decide not follow the committee's recommendation. This way, no one is surprised and no one is insulted or made to feel as if their work, efforts, and opinion were not as important as they were led to believe.

It is recommended that committees provide a slate of candidates with a description of their strengths and weaknesses. This gives the Hiring Official flexibility, it gives the department a fall-back position if one candidate withdraws from the search, and it avoids the political process of committee members forming coalitions that advocate or undermine certain candidates which can spill over to a warm or cold reception of the new hire.

The Hiring Official should draft a written Charge and present it at the first committee meeting. The Charge should include the following information:

- Provide members with a position description.
- Provide a copy of the advertisement or announcement.
- Discuss the Hiring Official's vision for the position, its scope, short- and long-term challenges and opportunities, and the specific criteria that are important to the department and the institution.
- Discuss criteria for selection (essential, preferred, minimum, specialties, disciplines, etc.).
- Discuss the expected time frame for the search and anticipated start date for the new hire.
- Have the diversity advocate discuss unconscious biases and diversity on campus.
- Scope of authority of the committee and chair: what tasks and decisions will be the responsibility of the committee (recruiting, screening, interviewing, references, recommendations, etc.).
- Establish the Hiring Official's involvement during the search process (i.e. semifinalists, approve of interviewees in advance, etc.).

- Discuss the preferred number of finalist candidates to visit campus and a general idea of the conduct of the campus visit.
- Final recommendation: How is it to be brought forward (i.e. strengths and weaknesses of candidates, single candidate, ranked candidates, narrative, etc.).
- Discuss any Ex-officio members, Staff Assistant support during the search.
- Discuss/clarify where and how committee will receive administrative and logistical support.
- Identify and discuss how HR or ODEA will support and monitor the process.
- Discuss the financial resources that are available for the search, to include travel, meals, refreshments, entertainment, and advertising budgets, search support.
- Discuss documentation or reports required of the search.
- Discuss any special requirements of the search.
- Emphasize importance of committee work.
- Thank members for their service.

It is not recommended having the salary or hiring range as a part of the charge or Search Committees discussion. This should be a discussion between the Hiring Official and applicant. It is normally problematic for all involved when the committee has discussions of salary matters.