Search Committee Member Guidelines

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

- Review the DiversityEdu online program at least once every three years. (Prior to search approval, OAE will email login instructions to all committee members who need to complete the program.)
- Review the Search Process Overview presentation. (The document is attached to email that is sent when the search is approved.)
- 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, veterans).
- 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.
  - This should be done in advance of the initial review of applications to ensure all candidates are evaluated fairly.
- **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.

*Additional information can be found at: [https://oae.illinois.edu/academicsearch.html](https://oae.illinois.edu/academicsearch.html)*