

Role and Responsibilities of the Search Committee Chair:

The primary responsibility of the Search Committee Chair is to organize the search process from start to finish. They are to maintain a consistent and efficient search as well as ensure the best qualified candidates receive consideration for the position.

Responsibilities of the Search Committee Chair include:

- ☐ Works closely with the hiring manager throughout the recruitment and selection process. Provide regular status reports to the hiring manager on search committee activities as well as committee recommendations.
- ☐ Consult with Human Resources and Affirmative Action Officer to review the search process and seek guidance as appropriate.
- ☐ Maintain all records associated with the search process.
- ☐ Schedules and leads all search committee meetings.
- ☐ Guides the committee in developing and implementing a search plan and oversees the professional and timely operation of the committee.
- ☐ Provides committee members with information and materials needed to conduct an effective search.
- ☐ Act as a liaison between search committee members and candidates. This includes the coordination and scheduling of interviews via telephone and/or on campus.
- ☐ Maintain the confidentiality of the committee proceedings, identity of the candidates, and all communications with the candidates.
- ☐ Ensure all final candidates complete the consent form for background checking and then forward the form to Human Resources.
- ☐ Complete all required portions as it relates to the search in the Online Employment System.
- ☐ Collect all records from committee members and retain in the search file.
- ☐ Notify all applicants that did not move forward throughout the process of the search. After each step in the process, status the applicants and notify them via written correspondence.