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 (HR) and Affirmative Action Officer to review the search process and seek guidance as appropriate.

- Schedules and leads all search committee meetings.

- Invites Hiring Manager to first planning meeting to charge the committee, review vacancy announcement and evaluative criteria.

- Guides the committee in developing and implementing a search plan and timeline. Oversees the professional and timely operation of the committee.

- Provides committee members with information and materials needed to conduct an effective search.

- Ensures the committee adheres to the search process.

- Ensures the department/search committee has placed advertisements and conducted additional outreach.

- Presents the summary of evaluations at the deliberation meeting.

- Facilitates the creation of interview questions and submits to Human Resources for approval.

- Act as a liaison between search committee members and candidates. This includes the coordination, itineraries and scheduling of interviews.

- 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.

- Maintains and collects all records from committee members and forwards to HR for retention in the search file.