

Role and Responsibilities of Search Committee Members:

Search committee members play a vital role in the selection process by providing valuable input in generating a strong pool of candidates who are best qualified to meet the needs of the position, hiring department, and college.

Responsibilities of search committee members include:

- ☐ Attend and participate in all meetings scheduled by the Search Committee Chair.
- ☐ Remain flexible with their schedule to guarantee participation in all meetings and interviews.
- ☐ Assist with developing and carrying out the recruitment plan.
- ☐ Use the Online Employment System (OES) objectively to review all applicants for qualifications.
- ☐ Creates interview questions and forwards them to the Search Committee Chair.
- ☐ Participates in all of the interviews and provides constructive feedback to the committee as it relates to the candidates qualifications for the position.
- ☐ Meets all deadlines set by the chair and committee members.
- ☐ Maintain the confidentiality of all committee proceedings, identity of the candidates, and all communications with the candidates.