

Search Committee High Impact Practices

Organization, Communication, and Decision-Making



SEARCH INQUIRIES: Refer all inquiries and requests to the Search Committee Chair to avoid duplication or conflict.

PLAN COMMUNICATION: Determine how committee members will communicate with each other, their community, and the candidates. Take care in communications & reflect on what you put in an email, handwritten notes, or chat.



VOTING: Consult the faculty codes and rules to determine how decisions will be made and how votes will be counted (i.e., absentee voting allowed, confidential or open votes).

CONFIDENTIALITY: Honor confidentiality to ensure respect for the candidate, as well as the search committee members and their opinions.



STRATEGY FOR APPLICATION REVIEW:

Develop a strategy for reviewing applications and establish a structure for all candidate evaluations and interviews.

RECORDKEEPING: Keep complete records, including all job advertisements, postings, lists of nominators and nominees, candidate dossiers, rating sheets, long and short lists, and interview notes.



CARE, RESPECT, & AWARENESS:

During committee meetings, agree to turn off phones and laptops, to interact respectfully, and to allow for all points of view to be heard. This includes attending to power dynamics in meetings.