



Search Committee Chair's Roles and Responsibilities

In your role as a search committee chair, you will act as the committee's facilitator, official spokesperson, and liaison to the hiring authority. The search committee plays 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 manager, and college or department.

Responsibilities include:

- Consulting with the Talent Acquisition Partner to review the search process, as needed.
- Directing all committee meetings and ensuring committee members actively participate in the applicant review and interview process.
- Articulating expectations for committee conduct and mediating conflict if needed.
- Maintaining the confidentiality of all committee proceedings, identity of the candidates, and all communications with the candidates.
- Reviewing all applicants objectively for qualifications. Challenging conventional assumptions and set aside biases and preconceptions to fully consider all who may be qualified to assume University roles.
- Participating in all of the interviews and provides constructive feedback to the committee as it relates to the candidates qualifications for the position.
- Declining first-round interview candidates if requested by the hiring manager.
- Conducting or assisting with reference checks if requested by the hiring manager.
- Assessing and discussing any conflict of interest issues with the hiring manager. For example, candidates may perceive an unfair process when a member of the Search Committee appears to be in a personal or business relationship with one of the candidates.
- Advising the hiring manager of finalists' strengths and weaknesses during final candidate review meeting.
- Forwarding all records and documents to the Talent Acquisition Partner after the search process is completed as these documents are considered public record.