

COMMITTEE CONDUCT

Thank you for agreeing to serve as a member of the selection committee. We know that you will take your role as part of the selection committee seriously and that you have made a commitment to serve through all phases of the hiring process. **If you develop a conflict and cannot serve throughout the entire process, please notify the Department Chair of the committee immediately.** The Department Chair will then notify Human Resources.

The selection committee is critical to the recruitment process. Please review the various roles, responsibilities, confidentiality, and communication the committee will follow during the selection process.

Search Committee Roles and Responsibilities

Effective search committee members are well-connected, available to participate fully and consistently and comfortable engaging in rigorous debate in order to affect the best outcome.

The most effective search committee members:

- Protect confidentiality of applicants and the decision-making process
- Draw upon connections to support recruitment efforts
- Participate fully and consistently
- Challenge conventional assumptions
- Treat all applicants in a thoughtful and respectful manner
- Set aside biases and preconceptions in order to fully consider all those who may be qualified to assume College roles
- Give fair consideration to all applicants
- Act promptly to ensure that top candidates are not lost to organizations that move quickly to hire top talent

Confidentiality

- Confidentiality is the foundation of a credible search committee and trustworthy search process. The importance of maintaining strict confidence throughout the process cannot be overemphasized. A breach of confidentiality threatens a successful outcome in two ways.

First, it may result in the immediate termination of the search, a serious loss of time and money and potentially viable candidates.

Second, it may cause the most qualified candidates to withdraw from the search, fearing that a premature disclosure of their candidacy will jeopardize their current positions.

In short, confidentiality is an absolute requirement to be understood and honored by everyone on the search committee, from the first meeting until the conclusion of the search.

Communication

- An external communication process will be discussed early in the search process. Human Resources will communicate with applicants and others who may inquire about a search process.
- A committee communication plan should also be developed. Because written documents may be subject to public records requests, judicious use of written and email communication is recommended to protect applicant confidentiality and the integrity of the search process.
- The Committee members and the Department Chair should not have communication with potential applicants about the position or the process. If the applicant has questions about the recruitment process or position, please have them contact Human Resources.
- If you discover an applicant about whom you have personal knowledge or with whom you worked, please do not share this information with the other committee members. Extraneous information shared during the recruiting process is not relevant to the process, and can cause the recruitment process to be cancelled. Please examine only the application and attachments provided by the applicant in order to give all applicants a fair review and objective consideration during the committee process.