

SEARCH COMMITTEE HINTS FOR SUCCESSFUL FACULTY SEARCHES

College of Education and Human Sciences



University of Nebraska–Lincoln



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FOR SUCCESSFUL FACULTY SEARCHES**

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Hiring Authority

(as it pertains to the search process itself – usually the Department Chair, Research Center Director, or Dean)

- Formulate charge to the search committee in writing
- Set basic parameters regarding position descriptions
- Contribute to timeline for search
- Choose the chair of the search committee and the committee members and invite them to participate
- Contribute to content of the interview schedule
- Should be included on the interview schedule and receive vitae, etc. prior to meeting each candidate
- Coordinate any multi-unit arrangements for start-up costs and other job offer details prior to offer being made
- Coordinate hiring details such as start date, letter of offer with CEHS Business Office
- Contact candidates to make job offers (if Department chair, consult with dean; if Research Center director consult with appropriate decision-maker)

Search Committee Chair:

- Coordinate closely with the Equity Access office
- Facilitate search committee discussions
- Guidelines for advertising of faculty positions are found at this site: <http://www.unl.edu/equity/faculty%20ads%2009.pdf> otherwise the following link of guidelines for recruiting and hiring of MP employees may also be useful to guide the search committee decisions and actions: <http://hr.unl.edu/policies/guidelines-recruitment-and-hiring-managerialprofessional-employees>

- Work with committee and others to generate enthusiasm for the search among faculty, staff and students – urge participation – announce in person and in writing to help get people to events
- Reference UNL Search Committee regulations as needed to guide search committee decisions and actions: <http://hr.unl.edu/policies/guidelines-recruitment-and-hiring-managerialprofessional-employees>.
- Develop a letter from the committee reporting results of committee discussion regarding each finalist
 - Identify any candidate the committee agrees is unacceptable and provide a rationale of this designation in final letter to the hiring authority
 - For all acceptable candidates–
- Identify strengths, weaknesses, and observations regarding future support that may be necessary
 - Have committee members review final letter before sending to department chair/dean
- Before the chosen candidate’s letter of acceptance has arrived, answer queries by other candidates on the ‘acceptable’ list – “We are still in the interview process.” Or, “The search committee is still deliberating.”

Technical Support Person:

- Make sure each committee member’s equity access training is up-to-date
- Arrange for the hiring authority (depending on search) to meet with the committee at the first meeting to give the charge and discuss details
- Arrange facilities for committee meetings

- Submit materials as required to the Human Resources PeopleAdmin system
 - Provide Business Team information needed to post the position. Contact Tammie Herrington or Donna Hahn for form. Use the HR toolbox website for help with the PeopleAdmin system: <http://hr.unl.edu/employment/toolbox>
 - If partial IANR funding, ensure all additional IANR procedures and forms are completed.
- Keep minutes of meetings – provide for committee review
- Manage dissemination of position description to publications, websites, and listserves etc. as specified by the committee. Stay within any budget constraints and ensure print advertisement is used if the search will involve foreign applicants
- Coordinate and make arrangements for candidates' on-campus interviews
- Arrange for reimbursement of expenses to candidates or committee members as appropriate
- Collect evaluations (originals) and make these available to the search committee
- Summarize evaluation results (numerical and comments) and provide to committee in a confidential manner
- Provide original evaluation materials to the hiring authority for review along with the summarized results
- Maintain search file for four years – keep sample evaluation forms, courting letters, and announcements as examples for future searches

Committee:

- Reference UNL Search Committee regulations as needed to guide search committee decisions and actions: <http://hr.unl.edu/policies/guidelines-recruitment-and-hiring-managerialprofessional-employees>.
- Develop job description (clarify prior to reviewing candidates – discuss role of judgment in interpreting criteria; establish distinction between minimal qualifications (cannot consider candidates without these) and preferred qualifications (preference can only be given to some candidates over others on the basis of these))
- Take the ‘search’ portion of the work seriously – make numerous contacts to secure names and to spark interest in the job; get others in the unit to help with recruiting
- Develop a ‘courting’ letter that goes beyond the job description – ‘sell’ position, unit, college, university and town (examples of these are available in the CEHS Dean’s office)
- Develop a core set of questions for the committee to ask each candidate (include the mandated human relations question about problem behavior)
- Develop a core set of questions to ask each reference (include the mandated human relations question about problem behavior)
- Create a tentative timeline for the search; preschedule the series of search committee meetings that might be needed to refine recruiting campaign, create a dissemination plan, and review applications. Target weeks when interviews could occur.
- Secure references prior to inviting candidates to campus
- Have at least 2 people listen to each reference if references are obtained orally rather than in writing – record/summarize answers in writing

- Plan a strategic interview agenda that sells the position to candidates as well as elicits needed information from them
 - Avoid a ‘one-size-fits-all’ approach. Tailor the interview process to suit the role (teaching, research, outreach, administration)
 - For all tenure-stream faculty searches – include at least ONE interview with a research entity (CEHS Research Office/CYFS/IANR research office) – two is even better
- Develop evaluation tool for distribution to individuals involved in candidate interviews – include a rubric for summative evaluation (e.g., highly desirable/acceptable/not acceptable)
- Pre-schedule a meeting of the search committee occurring one – to – three business days after the last candidate interviews, to develop search committee recommendations
- Review evaluation ratings and comments – identify acceptable and non-acceptable candidates, create lists of strengths and concerns about each acceptable candidate
 - Committees should be careful not to rank candidates or to reveal their preferences beyond the committee, department chair or dean prior to candidates being contacted with possible job offers
 - It is expected that more than one candidate will be sent forward for the department chair’s or dean’s consideration for each position
- Maintain absolute confidentiality, even after an offer has been made. Do not reveal the final list of candidates or any order of preference among candidates. If someone in the pool contacts you, refer him or her to the search committee chair. Answer all queries until an actual hire has been announced with this information, “We are still in the search process.”



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