

## Procedure for Search Committee

**Procedure Title:** Search Committee

**Department Responsible:** College of Education

**Contact Person and Title:** College Dean

**Procedure:** The following procedures outline the creation of the search committee:

1. Creating the Committee: Once the Department Head has named a Search Committee Chair, they will begin the process of creating the Search Committee.
2. Search Committees must also include one member who is outside of the department under which the position is housed, who may also be outside of the COE. Including the Search Chair, the search committee should be comprised of no less than **5 members**. Attention to creating a committee that can effectively and knowledgeably evaluate the position candidates is necessary, as this is bringing together a group that offers diverse perspectives. Within these structures, Department Heads may wish to create their own policies for populating search committees, including limiting the number of assistant-level and non-tenure-track faculty being asked to take on such service.
3. Search Chair: All Search Chairs must meet with select members of the COE Administration Council during the scheduled meeting or as soon as they are assigned as Chair. They are responsible for overseeing the search process and making sure that all UA and COE policies and processes are followed to fidelity.
4. Search Committee Members: Search Committee members should demonstrate their commitment to the search itself by making every effort to attend all Search Committee meetings as well as being responsive to communication from the Search Chair. Each member should practice integrity and confidentiality throughout the search process.
5. Search Committee Resources: All Search Committee Members must read the documents listed below (reference *Appendices A-C* in the *COE Recruitment Procedures* document. Search Chairs should share these materials with them once the committee is formed.
  - *Pre-Employment Inquiry Guide*
  - *Pre-Employment Inquiries and the Americans with Disabilities Act (ADA)*
  - *\*Search Committee Code of Ethics*

\*The Code of Ethics must be signed by each Committee member. These signed documents are emailed to the Search Chair and the Senior Associate Dean's Administrative Assistant.

6. Suggested Timeline for Fall Searches: Before beginning the search, each committee should develop a timeline to fit their needs and goals. It is important to consider the *suggested* dates in the *COE Recruitment Procedures* document for fall searches that have a goal of an offer before the winter holiday. *These dates are approximate and may be sooner or later depending on the HR position posting date.* However, the timeline below should give you a sense of when each step might take place *if the goal is a December offer.*

**What Policy is Connected?** UA Faculty Handbook, Chapter 2. Policies and procedures have also been developed by the Office of Academic Affairs.

**Scope:** College of Education Faculty