Role and Responsibilities of the Search Committee Chair:

Normally, the first person to be selected for the Search Committee is the Chairperson, who is usually appointed by the head of the unit to which the selected person will report. The committee chair:

- Consults with the Recruiter and EEO Designee to review the search process, as needed.
- Schedules and directs all Search Committee meetings.
- Serves as a contact person, maintains all records associated with the search process.
- Provides application materials and related instruction to Search Committee members.
- Conducts or assists with reference checks.
- Serves as liaison between Search Committee members and candidates.
- Arranges travel accommodations for interviewees, if requested.
- Assesses and discusses with Department Head/Administrator any conflict of interest issues. 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.
- Submits a list of two to five (preferably a minimum of three) unranked candidates to the Administrator or Department Head.
- Advises the appointing Administrator/Department Head of finalists' strengths and weaknesses.
- Maintains a record of all Search Committee meetings.
- Completes the Applicant Screening Record form for administrative review.
- Collects all records from committee members and forwards to the hiring Administrator/Department Head who retains such records for a minimum of three years.