
Composition of the Search Committee

Role of Hiring Manager

The hiring manager is responsible for ensuring that the search is in accordance with university guidelines and procedures.

- Appoint a search committee chair to oversee the search committee
- Appoint search committee members
- Discuss expectations and purpose of the search committee
- Ensure communication with the chair throughout the search process
- Be available to support the search committee for any questions
- Make final hiring decision

Role of Search Committee

The essential role of the search committee is to identify, review, evaluate and recommend candidates to fill positions.

- Attend all scheduled meetings
- Review application materials
- Participate in the interview process
- Work with hiring manager and search chair to develop a rubric for applicant assessment
- Adhere to strict confidentiality about search committee meetings. All discussions about the candidates and search process must not go beyond the meeting
- Make candidate recommendations

Role of Search Chair

The search committee chair serves as a spokesperson for the committee as well as make sure the committee's processes adhere to university guidelines.

- Schedule and chair search committee meetings
- Manage communication and maintain confidentiality during the search process
- Ensure proper interview materials are kept
- Submit all recruitment documents to HR at the end of each recruitment cycle.
- Perform all duties of a regular committee member.