

Policy Regarding Search Committees

The following policies are adopted regarding the constitution of, and procedures to be followed by, departmental search committees.

1. The Chair of the Department shall nominate a chair for each search committee, subject to ratification by the members of the Department. After the chair has been nominated and ratified, additional members of the committee shall be named by the Chair of the Department.
2. It is desirable that each member of the search committee should review all applications which have arrived as of the initially given deadline; if the deadline is extended, applications which have arrived as of the new deadline should likewise be reviewed. If the number of applications is unusually large, they may be apportioned to individual members; however, in all cases, each application shall be reviewed by at least two members of the search committee.
3. Members of the search committee alone shall vote on the question of extending offers to candidates. However, the opinions of all members of the Department shall be solicited, as described below.
4. Evaluation forms shall be prepared and made available at each presentation by a candidate for a position. Each attending member shall be encouraged to fill out the evaluation form and return it to the search committee.
5. After all candidates have made their presentations, there shall be an open meeting of the Department, at which time members of the Department may provide the search committee with further comments.
6. Each member of the search committee is expected to attend all presentations by candidates. Any member who fails to attend one or more presentations by a given candidate shall not vote on the question of extending an offer to that candidate.

Passed: 7/14/2004