



Faculty Search Committee Guide

The search committee plays an important role representing the department, the college, and the University of West Georgia determining which applicants are given further consideration. Below, is a high-level overview of the responsibilities of the Hiring Manager, Search Committee Chair, and Search Committee Members to include the Equity Advisor. The Office of Human Resources (OHR) will serve as a partner in the recruitment, selection, hiring and onboarding activities for all faculty searches.

Search Committee Training

To provide guidance and resources during the recruitment and selection process, all employees who serve on a search committee are *required* to complete Search Committee Training. The training educates employees about the tasks of search committees including strategies for applicant review, legal interviews, and identifying critical steps in the candidate selection process. Employees must attend an initial in-person training session, which will be offered throughout the year. To participate in the training, hiring managers or the search committee chair should submit a list of search committee members (*new* Search Committee form) to OHR. Upon completion of the training, employees will be able to serve on any search committee for the duration of employment with the university with the opportunity to participate in a pre-recorded refresher training (employees are only required to complete this training one time unless changes in hiring processes dictate otherwise).

Hiring Manager/Authority

- Acquire internal Academic Affairs **Critical Hire** approval for all vacant position(s).
- Submit Job Requisition request to the Office of Human Resources.
Please submit one position, per form. Hiring managers may access the form [here](#).
- Appoint a Search Chair and Search Committee members.
- Assign an administrative support person for the search.
- Administer the Search Committee charge.
- Ensure communication with the Chair throughout the search process.
- Make final hiring decision.

Charging the Search Committee

In the written charge, the hiring authority should clarify:

- Strategic nature of the position.
- Type of recommendation the committee should provide the hiring authority. Examples: a. a recommended candidate, b. a ranked list of acceptable finalists, c. an unranked list of acceptable (or all) finalists with analysis of strengths and weaknesses.
- Deadline to receive the recommendation.
- Importance of inclusive excellence for conducting the selection process in accordance with federal and state laws.
- Expectations for confidentiality, attendance, fairness, and the use of appropriate mechanisms to mitigate bias.



Search Committee Chair

- Serves as the liaison between the hiring manager and the search committee.
- Schedule and Chair search committee meetings.
- Communicate expectations, recruitment plan and potential candidate to committee, as stated by the hiring manager.
- Manage communication and maintain confidentiality during the search process.
- Serve as lead host for candidates on campus and other interview activities/events.
- Ensure proper interview materials are retained for finalist review and certification by OHR.
- Submit all recruitment documents to OHR at the conclusion of each recruitment cycle.
- Update ALL applicant statuses timely via OneUSG Careers.
- Perform all duties of a regular committee member.

Search Committee Members

- Volunteer for specific assignments in the recruitment plan (identify field-specific publications and professional organizations for advertisement, research current graduates in the field, designate a member to assess depth and variability of pool).
- Determine advertisement strategy.
- Establish criteria to evaluate applicants for first round and on-campus interviews.
- Set application review period.
- Evaluate all applicants based on the criteria established during the Pre-Search phase for screening, including reference check process.
- Determine or recommend which candidates will be selected for first round interviews.
- Participate in first round interviews.
- Provide recommendations for on-campus interviews and assist in the planning of on-campus visits.
- Develop on-campus visit interview questions and evaluate candidates based on established search criteria.
- Recommend candidate for the position.

Introducing the Equity Advisor Role (EO/AA Liaison)

To continue engaging in inclusive hiring practices, it is recommended to assign or include an equity advisor as part of the faculty search process. The equity advisor may be a member of the search committee or may be an advisor to the search committee. The role of this individual is to assist the search committee in ensuring that equity and most importantly inclusive practices were used in all aspects of the recruitment process. During the search process, equity advisors will aid in the following areas:

- Assist the Hiring Manager in the selection process of the search committee and its chair.
- Provide advice as needed to ensure the search ad is posted in multiple venues that attract a diverse pool of applicants.
- Provide advice as needed to the chair/dean and to the search committee to ensure that contributions to diversity are being considered and that proactive search practices are used for recruiting and selecting new faculty.



- Review the diversity of the availability pool and the applicant pool. If the diversity of the *applicant* pool does not reasonably reflect the diversity of the *availability* pool, suggest proactive measures to enhance the diversity of the applicant pool.
- Review the short list of candidates selected for interviews. If this group is not diverse, review the files of other applicants (particularly those under serious consideration) to determine if candidates of equivalent quality have been overlooked.

All search committee members, regardless of faculty, student, staff, or community member status, must be fully involved in the search, including the evaluation of candidates and the development and use of interview questions. Search committee members must keep discussions completely confidential.

Office of Human Resources

Search committees may seek guidance from OHR to aid and provide resources regarding laws and regulations as well as best practices for conducting an inclusive search. OHR will conduct EO/AA applicant review, approval and certification of the finalist pool, and serve as the primary source of record for all faculty searches. Please see below *required* forms to accompany faculty search records for all positions to be submitted to the respective HR Business Partner.

Search Committee form: This form will list all committee members and certify completion of required search committee training prior to service.

Finalist Pool Certification form: This form will serve as the document of record certifying the finalist pool of a faculty search. It is recommended that the Search Chair submit a brief summary of the finalists for a position, and OHR will certify with signed approval.