

## **Responsibilities of the Search Committee Member**

- Work collaboratively with the search committee chair and other members to establish processes and ground rules.
- Provide input on recruitment strategy and advertising plans. Utilize professional association list, contact Academic Personnel.
- Participate in outreach efforts to identify and attract larger pools of qualified applicants – this also allows for an increased number of qualified women and minority representation in the applicant pool.
- Contact peer institution colleagues to find potential candidates. Specifically ask contacts to provide names of potential candidates, including women and underrepresented minorities, in addition to other candidates.
- Conduct an inclusive and unbiased review of applicants in order to ensure qualified women and minorities are well represented in the interview pool.
- Review and assess all initial applicant files using the same criteria formulated by the committee.
- Use agreed upon evaluation criteria when reviewing finalists.
- Maintain a pattern of mutual respect in all deliberations.
- Identify how the selection committee will ensure that diversity and inclusion is addressed and weighted in decision-making.
- Try to spend 15 – 20 minutes fully reviewing each application as one way to enable equity.
- Understand the potential for implicit bias and take action to ensure equity in your decision-making.
- Keep committee business confidential: it must not be shared outside the committee

### **Maintain positive interaction with candidates**

- Make sure the committee treats all candidates in the manner that we would want to be treated during the recruitment process.
- Ensure candidates are provided with appropriate information about UCDHS.
- Ensure that candidates feel welcomed—UCDHS reputation as an equitable and welcoming institution rests in large part with the search committee members' treatment of candidates.
- Maintain communication with candidates, keeping them informed of the process and timelines.
- Respect unsuccessful applicant's time by notifying them of non-selection as soon as a firm decision is made.