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.

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