2.2 Checklist for Preparing the Search Committee

Composition of the Committee

___ Search committee includes members with different perspectives and expertise, and a demonstrated commitment to MSU core values (e.g., quality, inclusiveness, connectivity).

___ Women and faculty of color are fairly represented on the committee, or if not, the potential need to add more members, including individuals from outside of the unit, is considered.

MSU Values and Commitment

___ The unit administrator conducts an affirmative action session with the search committee at which:

___ The charge to the search committee is delivered;

___ The role of the Affirmative Action Advocate is discussed (Academic Hiring Manual, section 2.2); and

___ The fact that quality and inclusivity are MSU core values and that the University is committed to pursuing both simultaneously in faculty searches is discussed.

Operation of the Committee

___ Discuss and establish ground rules for the committee’s operation, addressing such items as:

___ Attendance: Due to the cumulative nature of the search committee’s work it is a good idea to require all members to attend all search committee meetings and activities.

___ Decision-making: How will your committee make decisions? By consensus? By voting? Robert’s Rules of Order? It is important to determine this at the outset.

___ Confidentiality: Search committee members must commit to the confidentiality expectations of the search. Ground rules should clarify such issues as the need to maintain confidentiality in casual and private conversations about the search, and the imperative to honor the confidentiality request of candidates in perpetuity (not just until the search is over).

___ Record (i.e., write down) agreed upon ground rules and distribute to committee members.
Roles and Other Expectations

___ Designate an Affirmative Action Advocate of any gender or race/ethnicity. *(Academic Hiring Manual, section 2.2)*

___ Discuss other roles that committee members may be expected to fulfill, including the extent to which they are expected to help with: a) developing applicant screening criteria and candidate evaluation criteria, b) recruiting candidates, c) developing interview questions, d) interviewing candidates, e) hosting candidates who interview on campus, or f) assuring that the search process is fair and equitable.

___ The search committee members should be informed of the influence of bias in the selection process.

___ All search committee members should review a copy of this *Faculty Search Toolkit.*