

ATTACHMENT B

Faculty Search Committee Checklist

Appalachian State University Office of Human Resources

Organizing the Committee

- Charge to search committee by the hiring official or his/her designee
- Appointment/election/recognition of search committee chair
- Establish search committee meeting schedule
- Identify tasks to be completed by the search committee
- Identify the person(s) responsible for documenting search committee meetings, votes, etc

Position Description

- Develop or review a position description with the department/unit head and all members of the search committee
- Ensure position description contains only job-related criteria; identify essential functions of the position as well as required and preferred qualifications
- Review and address AA/EEO policies, procedures and forms
 - Review advertisement language, sources, and posting information
 - Ensure inclusion of AA/EEO statements in all postings; all job advertisements must contain the following: “Appalachian State University is an Affirmative Action/Equal Opportunity Employer”
 - Identify outreach strategies to locate and encourage underrepresented persons to apply and develop comprehensive recruitment plan designed to broaden the applicant pool

Organizing the Search

Develop timelines for search, including initial review date, interview schedule, and target dates for submitting hiring recommendations

Complete “[EHRA Job Announcement Form and Recruitment Plan](#)” (Attachment D) and submit for approvals *This form must be completed and signed prior to advertising the position.*

Post the job advertisement

Send an electronic copy to HR (employment@appstate.edu) for posting on three (3) web sites

Determine if interview will occur at professional conferences; review confidentiality requirement for conference interviews

Communicating with Applicants

Send a Letter of Acknowledgment to all applicants and ask them to complete the on-line “[Affirmative Action Data Request Form](#)” located on the HR web site; advise that completion of the form is voluntary and the form will be kept separate from application materials

Reviewing Applications

- Develop criteria and create evaluation sheet
- Review materials submitted by the applicants

Checking References

- Identify persons to conduct telephone and written reference checks
- Determine the questions to be asked each reference; all references should be asked the same questions, allowing for individualized follow-up questions as needed
- Chair of the search committee must obtain permission from each candidate to contact indicated references, non-indicated references, and direct supervisors, if applicable; obtain written permission to share applicant files with department faculty and others, if applicable

Select candidates to be interviewed

Complete the “[Interim EHRA Recruitment Report](#)” and “[Applicant Flow Form](#)” (Attachment H) and submit to HR. HR will complete the AA/EEO information on the Applicant Flow Form

The search committee may not contact semi-finalists until the director of compliance has approved and returned the Interim EHRA Recruitment Report.

Conducting Interviews

- Design the interview process and campus visit with AA/EEO principles in mind; review list of permissible topics for discussion during interviews and social time with candidates
- Identify all persons and groups to be involved in the interview process
- Develop specific job-related questions to ask each candidate; all candidates should be asked the same questions, allowing for individualized follow-up questions as needed
- Collect written comments from others who interact with the candidates; retain and include in the official search file

Evaluating the Candidates

- Document all decisions, comparing credentials and qualifications of the semi-finalists and those who did not receive further consideration
- Evaluate candidates on their qualifications and full range of strengths and contributions

Selecting the Final Candidate

When the search committee has concluded its deliberations and is ready to make recommendation(s) to the hiring official, the chair completes a separate “[EHRA Compliance Report](#)” (Attachment I) for each person recommended, along with supporting documentation, and sends the reports for approval

When a contract is issued, it is the responsibility of the chancellor, provost, or the appropriate vice chancellor to issue the contract

After the offer has been accepted, the search committee chair should inform the other interviewees and all other applicants that the position has been filled; notify HR by e-mail (employment@appstate.edu) that the position has been filled or the search has failed

After an offer of employment has been made and accepted, and prior to the beginning of employment, the chair of the search committee or the hiring authority is required to obtain the candidate’s consent to conduct a criminal background check using the approved form from HR. The authorization forms are provided at the following link: https://hr.appstate.edu/sites/hr.appstate.edu/files/backgroundcheckdisclosure_1.pdf

Documenting the Search

- Gather all search committee materials and forward the materials to the Office of Archives and Records; the file should include, but not be limited to, the following: a list of members on the search committee, the job announcement, all applications and supporting materials, a copy of all completed and approved EEO forms, correspondence, notes of committee members, lists of interview questions, reference checks, rating sheets and/or lists of criteria, records of votes, and the list of candidates recommended for hire

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