

Resource 2-1: Search Committee Member Appointment Notification – Checklist and Sample Email

The Appointment Notification and Charge is issued by the dean, department chair or school director to provide a clear and precise directive to the search committee. The charge may include such information as the number of finalists the committee should recommend, how the qualifications of those finalists are to be presented, and how and when the search committee is to communicate with the dean or hiring authority. The appointment notification and charge may contain the following.

Checklist:

Approval to conduct search and search committee obligations

- Confirmation of dean and provost approval to conduct search
- List responsibilities as a committee member (e.g., attendance at all search committee interviews, evaluation of each candidate based on merit, adherence to employment laws)
- Reminder that search committee chair is responsible for documenting progress and milestones

Highlight University's commitment to a fair and equitable search

- Reference equal opportunity, diversity, and confidentiality
- Reminder of open records and open meetings laws

Encourage networking and outreach to professional organizations as well as peer institutions

Outline desired milestones for search

- Communicate timeline of when each stage of the search should be completed and target date for when job opportunity will be extended
- Suggest number of candidates who should be recommended at each stage of the search process
- Detail how candidate qualifications should be presented

Providing information on approved budget allowances

- Include information on how much is budgeted for general recruitment expenses (e.g., flights, hotels)

Sample Email:

Dear (Search Committee Member):

As you know, we have recently been approved to recruit for a (job title) specializing in (discipline) through the Office of the Provost. First, I would like to thank you for agreeing to serve as a member of the search committee. Your responsibility as a search committee member includes, but is not limited to, attendance at all search committee activities (e.g. interviews, meetings), evaluation of each candidate based on merit, having completed unconscious bias awareness training, and adherence to all applicable employment laws, as well as UK policies and procedures, and open records and open meeting requests.

The search committee's initial goal will be to finalize the position announcement, determine what application materials will be required, discuss potential advertising and outreach, and develop general selection criteria.

The budget I have set aside for this search is (\$XXXX). This budget should be used for advertising and applicable candidate expenses, such as hotels, meals, and other travel arrangements. There should be no more than (number of candidates) external candidates invited for on-campus interviews.

Thank you again for your participation. Please feel free to contact me with any questions or concerns you may have along the way.

Sincerely,

(Hiring Authority)