Engaging a Search Committee, Interview Panel, or Other Hiring Participants

Identify a search committee or interview panel as appropriate. A search committee is a group of individuals formed for purposes of recruiting, screening, interviewing and recommending candidates for a position. An interview panel is a group of individuals who provide input when evaluating candidates during the interview process.

Unless compelling reasons exist to do otherwise, the use of a search committee is required when filling tenured and tenure-track faculty, continuous and probationary professional academic staff and senior level administrative appointments. The scope and impact of the position should be considered when deciding whether to use a search committee or an interview panel.

Remember to inform other hiring participants such as the Job Center, department personnel specialist or administrative support staff involved in the hiring process.

Tips:

1. Think carefully about the membership composition of the participants, keeping in mind that a large search committee or interview panel might impact how quickly the search process may be completed.

2. Select members who have valued knowledge about the position to be filled.

3. Including women, minorities and individuals with disabilities will provide a valuable dimension.

4. Student representation is strongly encouraged.

5. For Senior Administrator Searches, refer to “Involving the Senate Committee in Senior Administrator Searches.”