

Forming a Search Committee

A search committee is a group of at least three individuals selected to serve in an advisory role to a hiring official by recruiting and screening applicants for a vacant academic position. An appropriate search committee will strengthen the pursuit of a highly qualified, diverse pool of candidates. Members should understand and be committed to the principles of affirmative action and equal opportunity, including seeking out, soliciting, and recruiting qualified, diverse applicants.

Here are some criteria to consider when appointing a search committee:

- The committee chairperson should hold a position at the same level as or a higher level than the vacant position.
- Include peers and customers of the position.
- Include a diverse search committee.
- Consider including someone who has performed/held the job in the past.
- One member of the search committee should serve as the diversity advocate.
- Look for a balance of skill, experience and perspectives.
- Invite students, alum, community members, graduate students, consultants, HR professionals, colleagues from other schools, and experts from professional association to review resumes when you do not have enough in-house expertise or would like the outside expertise.
- Make sure committee members have enough time to devote to the duties given the expected time frame for the committee and **are not interested in applying for the open position.**
- Ensure members' supervisors are notified and approve of members' service on committee.
- Ensure there is enough technical expertise on the committee to make qualitative comparisons between applicants.

Additional information can be found at: <https://oae.illinois.edu/academicsearch.html>