

FACULTY SEARCH COMMITTEE MEMBER CHECKLIST

PRE-SEARCH
<ul style="list-style-type: none"> <input type="checkbox"/> Complete mandatory search committee training. <input type="checkbox"/> Before agreeing to participate, ensure ability and willingness to commit to attending all committee meetings and other search-related activities. <input type="checkbox"/> Review OIE Search & Screening Guidelines and other search-related resources at oie.ucf.edu.
DURING SEARCH
<p><u>Search Committee Charge Meeting</u></p> <p>At first meeting, receive charge from hiring official. Items addressed should include:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Participate in search committee member introductions. <input type="checkbox"/> Receive the charge from the hiring official and address any questions the committee may have. <input type="checkbox"/> Create a meeting schedule based on search timeframes. <input type="checkbox"/> Discuss a quorum for committee action. <input type="checkbox"/> Establish absentee ballot procedures, if any [Note: proxy voting is prohibited]. <input type="checkbox"/> Discuss and agree upon minimum and preferred criteria and tools for each screening round; criteria must be objective, measurable, and performance-based (this step must be completed prior to applicant review). <input type="checkbox"/> Actively recruit qualified, diverse candidates through personal and professional networks. <input type="checkbox"/> If requested by the hiring official, develop recommendations to supplement existing recruitment plan, with consideration given to the university's applicant pool diversity goals and Affirmative Action Plan (AAP) placement goals. <input type="checkbox"/> Discuss how 'Conflicts of Interests', as well as 'The Right of Inclusion' (also known as the Motion to Reconsider) will be used during the search. <input type="checkbox"/> Do not conduct committee work outside of official search committee meetings. <input type="checkbox"/> Be an active participant during committee meetings and share your perspectives to ensure an effective and successful search. <input type="checkbox"/> Review regulations governing record-keeping associated with a search; specifically, the Florida Sunshine Law and the Public Records Law. <input type="checkbox"/> Do not share your notes; generally, notes are not subject to a public records request, unless they are shared with others or included in a subpoena. <input type="checkbox"/> Address any additional special requirements of the search. <p><u>Candidate Application Screening Process</u></p> <p>It's important to treat all candidates the same throughout the screening process. These are some items to note:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Discuss timetable for screening. <input type="checkbox"/> Use date from ads indicating when screening will begin; closing date if already established; desired interview dates; other parameters from hiring official. (Please Note: <i>Minimum</i>



requirements cannot be changed during the screening process; candidates must be screened consistent with the advertised requirements in the job posting. If changes are made to qualifications during the screening, the search will likely be failed and the committee will be required to re-post the position).

- If the committee considers a candidate whose credentials are not consistent with the posted position requirements, the search chair must consult with Academic Affairs and Academic Program Quality to confirm that the candidate's credentials meet the posted requirements PRIOR to advancing the candidate in the search process.
- Conduct all screening rounds applying objective, performance-based criteria.

Candidate Interview Process:

It's important to treat all candidates the same throughout the interview process. These are some items to note:

- Collaborate with search committee to develop interview questions (review the OIE Acceptable/Unacceptable Interview Questions list).
- Collaborate with the search manager to schedule interviews.
- Complete phone reference checks for finalist(s).
- Prepare interview results summary and final committee recommendation for hiring official.

Throughout the search, work with the search chair to:

- Identify and monitor any conflict of interest with a candidate under consideration. This matter must be immediately brought to the attention of the search chair for review and resolution.
- Exercise the 'Right of Inclusion' to review your concerns if you believe that a candidate did not advance during a screening round due to inconsistent application of the screening criteria.
- Maintain confidentiality.

POST SEARCH

- No actions required.