

NSU Florida

Role of the Search Committee and Managing an Effective Search Process

Overview

Search committees play a vital role in recruiting, evaluating, and recommending the most qualified candidates for employment by the University. Search committee members are often the first University employees that a candidate will meet. Each member has an opportunity to represent the University as a diverse and welcoming community while carrying out the search in accordance with university policies and procedures.

Composition of the Search Committee

The hiring manager may appoint either the search committee chair who is charged with selecting the committee members or both the chair and the remaining members of the committee. The structure of search committees will vary among departments, colleges, and stakeholders (both internal and external) depending upon the position to be filled. The composition of a search committee is key to a broad and inclusive search and the committee should:

- Include individuals with different backgrounds, perspectives, and expertise.
- Include individuals with in-depth knowledge of the substantive area and the technical expertise to effectively evaluate candidates' qualifications.
- Represent a diverse cross-section of the University population, including members with a demonstrated commitment to diversity.
- Include appropriate stakeholders such as peers of the new hire, supervisors, and those with similar positions.

Search Committee Role

A search committee is responsible for reviewing the job description and qualifications, recruiting for the position, evaluating applicants, participating in the interview process, and recommending finalists. Members should be available to participate fully and consistently in the entire process and to perform duties as assigned by the search chair.

Search Committee Member Responsibility

A search committee member cannot serve on a search committee when he/she is also an applicant for the position. If a search committee member is well acquainted with or has a conflict of interest regarding an applicant, the member must:

- Notify the search chair and the committee of the nature of the relationship; and
- Recuse him/herself from the entire committee if unable to perform an objective and equitable review of all candidates; or
- Recuse him/herself from the evaluation and interview of only the known applicant, with the agreement of the chair and committee.

Confidentiality

Members of a search committee need to maintain a strict level of confidentiality to protect the privacy of the candidates and to preserve the integrity of the search process. It is each committee member's responsibility not to discuss any details of the search with non-committee members. All public comments should be made exclusively by the search chair, in consultation with University Communications [Confidentiality Agreement for Search Committee Members Form](#).

Recommendation of Final Candidates

Once the interviewing stage has been completed, the committee should identify the candidate(s) to be recommended to the hiring manager for hire. Depending on the charge given to the committee, the recommendation may be a ranked or unranked list with an explanation of the candidate's strengths and weaknesses as related to the qualifications of the position (Applicant Review Excel Sheet located under Additional Resources: <https://www.nova.edu/hr/forms/recruitment-process-toolkit.html>) ([Interview Evaluation Form](#)).

Candidates that are unsuccessful should be notified by the Hiring Manager or HR Contact of their non-selection as soon as a firm decision has been made about their status, even if the search process is still underway. Finalists not chosen should be notified as soon as possible after an offer has been officially accepted by a higher-ranked finalist.

*All members of your search committee should receive a copy of this [Role of the Search Committee and Managing an Effective Search Process](#) document. Individual search committee training is available upon request.

Other Important Roles and Responsibilities

Hiring Manager Responsibility

- Select the search committee and define their roles
- Facilitate initial search committee meeting and explain the job-related experiences, and skills that will make a candidate successful in the position
- May observe interviews and/or interview candidates separately
- Maintain and ensure confidentiality of applications
- Facilitate debrief meeting with the search committee to identify finalists
- Extend Offer (Quick guides located under NSU Careers tab: <https://www.nova.edu/hr/hris/>)
- Dispense Applicant Pool timely

Chair Responsibility

- Convene and lead the search committee through the search process (hiring manager to attend the initial meeting)
- Schedule interview(s) with applicants
- Responsible for completing Initial Review of Applications (see sample review sheet) [\(Search Committee Review- Initial Review of Applications Form\)](#)
- Provides the HR Contact/Hiring Manager weekly updates on the status of the position
- Maintain and ensure confidentiality of applications

Affirmation Action Representative Responsibility

- Ensure fair and objective handling of all applicants
- Ensure Interview questions are appropriate and consistent
- May or may not serve as a voting member on the search committee
- Can be center HR Contact
- Maintain and ensure confidentiality of applications

Legal Issues/Basic Guidelines

- Only job-related questions which enable the interviewer to collect data to indicate the candidate's ability to do the job should be asked.
- The same questions should be asked of all candidates.
- Questions dealing with the following matters must be avoided: [\(Legal Issues Basic Guidelines for Interview Questions\)](#)
 - Age
 - Sex
 - Marital/family status
 - Religion
 - Creed
 - Arrest records
 - Race/Color

- National origin
 - Childcare arrangements
 - Height/Weight
 - Military Discharge
 - Veteran Status
 - Pregnancy
 - Disabilities
 - Sexual Orientation
 - Political Affiliations
- The following matters may be discussed:
 - The duties and responsibilities of the job
 - The organization's missions, programs, and achievements
 - Career possibilities and opportunities for growth, development, and advancement (Avoid implying any promise of promotion)
 - Where the job is located, travel, mobility, equipment, and facilities available
 - The individual's qualifications, abilities, experience, education, and interests.

SACSCOC CRITERIA FOR ACCREDITATION

REVISED: OCTOBER 2022

NSU employs competent faculty members qualified to accomplish the mission and goals of the institution. When determining acceptable qualifications of its faculty, NSU gives primary consideration to the highest earned degree in the discipline in accordance with the guidelines listed below. NSU also considers competence, effectiveness, and capacity, including as appropriate, undergraduate, and graduate degrees, related work experiences in the field, professional licensure and certifications, honors and awards, continuous documented excellence in teaching, or other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes. In all cases, the institution is responsible for justifying and documenting the qualifications of its faculty. (Department heads are responsible for ensuring that the faculty member meets the credential guidelines established by SACSCOC or furnishes a portfolio providing rationale for an exception).

When NSU defines faculty qualifications using faculty credentials, colleges should use the following as credential guidelines:

- Faculty teaching general education courses at the undergraduate level: doctorate or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).
- Faculty teaching baccalaureate courses: doctorate or master's degree in the teaching

discipline or master's degree with a concentration in the teaching discipline (minimum of 18 graduate semester hours in the teaching discipline).

- At least 25 percent of the discipline course hours in each undergraduate major are taught by faculty members holding the terminal degree—usually the earned doctorate—in the discipline.
- Faculty teaching graduate and post-baccalaureate course work: earned doctorate/terminal degree in the teaching discipline or a related discipline.

To ensure the adequacy and appropriateness of a faculty member's degree credentials and other qualifications in supporting teaching assignments, please see review the link below:
<https://www.nova.edu/academic-affairs/aqaa/forms/Peer-Review-of-Faculty-Teaching-Roster-Guidelines.pdf>