Search Committee Procedures for Faculty Searches (v. 4.30.14)

I. Prior to the Committee Reviewing any Application

A. The Chair agrees to record the committee’s decisions and actions during the search process.

B. All committee members sign the Confidentiality agreement.

C. The committee develops and submits to EEO/AA for approval: interview and reference check questions and the rating matrix that will be used to evaluate applicants.

D. Committee reviews MQs & DQs and determines acceptable equivalencies to the stated qualification requirements; e.g. add 2yrs of required professional experience when a baccalaureate degree is not in the right field; add 2yrs of required professional experience to requirements when there is only an Associate Degree; or add 4yrs of required professional experience when an applicant has no post-high school educational degree. Student employment is generally not creditable as professional experience.

E. The receiver of the applications will input ALL applications to the online database; see UH Applicant Data System (Online Form 17) Procedures. The committee will not receive applications until part I.C. above is approved.

F. For searches using open/continuous announcements, applications received by the advertised review date will be evaluated, interviewed and considered for selection first. Applications received after the announced review date will not be considered unless the EEO/AA office has approved the search committee’s request and justification that there were no well qualified or acceptable candidates in the first group reviewed.

II. Candidate Evaluation

Only information from applications, interviews and reference checks are admissible.

A. Application Review:
   1) Determine those candidates that meet all MQ; they are minimally qualified.
   2) Those who are minimally qualified are then rated on the DQ’s; the best will be interviewed.

B. Interview: Use only EEO/AA approved questions.

C. The Committee determines the best candidates based on applicants’ Application and Interview scores. Reference checks will be done for this group and must include at least one current or former employer.

D. Final Recommendations: Determine the overall best candidates after reference checks are completed. Send the committee’s recommendations to the selecting official with narrative comments on the knowledge, skills and abilities of each candidate. Ranking of the top group is preferred unless the selecting official has instructed the committee to do otherwise.

E. Tenure track searches require a campus visit. The Chair should consult with the Dean on the number of campus visits that will be allowed based on budget concerns.

III. Final Search Committee Actions after a Selection is Made

A. Input all scoring and results onto the Online Form 17 database.

B. Make search documents available for review by the Reviewing and Approving Officials, upon their request.

C. Deliver to the EEO/AA office the following documents that HR requires for its processing:
   1) Signed confidentiality statement with original signatures;
   2) The completed EEO/AA hiring procedures checklist with original signature;
   3) All documents submitted by the selectee; and
   4) Advertisements used in the search, e.g. journal ads, statewide newspaper ad (the page of the ad)

D. HR does a final review and notifies the Dean or Vice Chancellor that a formal job offer may be made.

E. After a job offer has been accepted, the search committee will: notify all unsuccessful candidates; and for searches that used open/continuous announcements, request HR to close the announcement.

F. The hiring department or activity will retain a file of all search committee materials either for a period of 3 years from the date of hire of the search’s selectee, or for a 5 year period in situations where the selection has been formally challenged, such as a discrimination complaint.

Contact the EEO/AA office at 932-7641 for assistance, or to provide notice of changes in a search status such as search cancellation, committee changes, and position changes.