

SUMMARY OF ROLES IN THE SEARCH PROCESS

The **Associate Dean** has overall responsibility for the search process. The Associate Dean approves the composition of the search committee, the position description, and the text of advertisements, the budget for the search, and the placement of ads. The Associate Dean interviews finalist candidates and consults with the department chair as well as with the chairs and directors of appropriate interdisciplinary programs on the strengths and weaknesses of each finalist candidate. Finally, the Associate Dean advises the Dean of the College and the President concerning the offer of an appointment.

The **chair of the search committee** coordinates all activities related to the search and makes sure that college policies and procedures are observed. The chair of the search committee consults with the Associate Dean at each stage of the recruitment and hiring process. (The chair of the search committee is often the department chair, but someone else may serve in this role.)

If the position is one where affirmative action initiatives are deemed appropriate, the Affirmative Action Officer assigns an **Affirmative Action Liaison** to the search. The Affirmative Action Liaison assures that each search observes the college's voluntary affirmative action guidelines throughout the search process. The Affirmative Action Liaison serves as a member of the search committee and plays an active role throughout the search process. In particular, the Affirmative Action Liaison must authorize initiation of each major phase of the search process.

The **Provost and Dean of the College**, as the college's chief academic officer, meets with each finalist candidate during the candidate's on-campus interview. The Dean of the College discusses the finalist candidates with the department chair, the Associate Dean, and the President. Finally, the Dean of the College makes a recommendation to the President concerning the offer of an appointment.

The **President** meets with each finalist candidate during the candidate's on-campus interview. The President discusses the finalist candidates with the department chair, the Associate Dean, and the Dean of the College, and then, upon the recommendation of the Dean of the College, sends a written offer of appointment to the candidate selected.

After the search process has concluded, the **chair of the search committee** sends a copy of the Recruitment Report to the Assistant Provost, the Affirmative Action Officer, and the Human Resources Office. The department chair and the chair of the search committee together ensure that all application files and other materials related to the search process are kept in a secure and confidential place in the department for one year following the conclusion of the search.