According to Regent Policy 3-E “For each position for which a search has been authorized, the supervising authority* shall issue a charge to the committee and establish the search budget.”

*For the purpose of hiring university staff employees, UCCS HR defines “supervising authority” to be anyone serving in the supervisory chain for the new position. This includes, but is not limited to, the Dean, Department Chair, Director, appointing authority, or first-line supervisor. These positions may not serve on the search committee; however, they may participate in the interview process with the finalists.

*For the purpose of hiring faculty members, there may be a need to have the department chair serve on the search committee. In this instance, there should be strong rationale for doing so. In the event the department chair serves on the search committee, they should not chair the committee. However, the best practice is to follow the guidelines listed in the paragraph above with regard to the supervisory chain.

The following points should be covered with the search committee BEFORE the committee begins its recruitment, evaluation, and selection work:

1. The Appointing Authority/Supervisor must appoint a committee comprised of no less than three voting members. HR will appoint a Diversity Champion (DC). **All search committee members must complete the SkillSoft course “Search Committee Training: Recruiting Diverse Talent to the University” which must be current within the past 2 years.

The Appointing Authority/Supervisor must also ensure the HR Business Partner is prepared to support the administrative duties required for the search.

**To support diversity within search committees a trained non-voting DC from a different department will be assigned by Human Resources. All DCs must attend face-to-face Diversity training.

2. Define the scope of the search as internal (CU campuses only), state/regional, or national. Explain which outreach methods you expect to use. Additionally, describe your expectations regarding affirmative action; e.g., documented outreach efforts to produce a high quality, diverse applicant pool.
and diverse pool of finalists, etc. Here are some suggested methods of soliciting nominations (select one or more):

- Academic journals (be specific)
- Local and/or national media (e.g., The Gazette; Chronicle of Higher Ed)
- Job search websites (general such as Indeed.com or other professional job posting websites)
- Job Fairs/Community Out-reach
- Individual calls, letters, and/or email to targeted individuals (provide names if appropriate)
- Organizations that support underrepresented individuals such as women, minority, disabled and/or veterans populations
- For targeted International searches, contact HR directly

3. **Draft the job description and solicit feedback from the committee** to ensure they understand the critical aspects of the job and your expectations regarding minimum and preferred qualifications, as well as the knowledge, skills, and abilities required for the position. Before commencing its search, the committee shall meet with the hiring authority and HR consultant to discuss and clarify the charge, the desired academic or management credentials, experience required for the position and any appropriate criteria to recruit, evaluate, and select candidates and to determine the most important competencies needed for success in the position.

   Although the core elements of the job description are not up for debate, (it is the responsibility of the supervising/appointing authority to define the job), it is vital that search committee members fully understand the criteria to recruit, evaluate, and select applicants. If necessary, revise the job description to ensure the job description reflects the necessary information to attract the best candidate.

4. **Discuss compensation** including salary range and other options (e.g., signing bonuses, moving expenses, lab start up packages, paying for visas, etc.).

5. **Discuss target dates** for completing each stage of the search process (recruitment, selection, semifinalist interviews, on-campus interviews) and the schedule and frequency of reporting to you. Include your expected begin date for the new hire.

6. **Discuss the number of finalists** you expect, and whether those finalists should be ranked or unranked. Further, explain how you want to get feedback on finalists; e.g., you would (not) like to meet with the search committee to discuss the finalist list.

7. **Remind the committee that you expect them to maintain confidentiality** during the search process, particularly in regards to internal candidates. You
expect that **all communications** from the committee to you or others will come through the search committee chair. Encourage members with concerns or questions about the search process to contact the Human Resources Office.

**All applications are confidential until the applicant is considered a finalist**

8. **When campus visits** are conducted by the search committee (applicants are typically called ‘finalists’ at this point in the process), explain your expectations regarding campus visits, using the following:

   - I would (not) like to be included in the interview schedule
   - I would (not) like outside individuals to provide evaluations
   - I am (not) willing to pay for travel, hotel and meals
   - There is (or there is no) money for relocation for candidates

9. For issues that require clarification or assistance regarding the search committee, recruitment, evaluation, selection, and hiring processes, or issues with CU Careers, contact UCCS Human Resources at hrinfo@uccs.edu or 719-255-3372.