

Roles/Responsibilities for an Academic Search

Department Chair/Head	Search Committee Chair	ALL Search Committee Members	Departmental Support Staff
<ul style="list-style-type: none"> •Appoint search committee members, including a student, and the search chair. •Articulate the importance of creating a diverse applicant pool and charge the committee with that task. •Assign support staff person to work with committee chair. •Coordinate development of position description and appropriate qualifications with search committee and department faculty. •Inform committee of resources available for conducting the search. •Participate in interview process. •Make final decision about hiring recommendation to forward to dean/provost/president. •Coordinate preparation of Request to Offer, offer letter (negotiate salary, start-up, details of initial assignments) and other required attachments with search chair; contact International Programs Office when appropriate. 	<ul style="list-style-type: none"> •Establish climate of trust, mutual respect and consensus building. •Set agendas and convene search committee meetings; facilitate ongoing committee communication. •Communicate regularly with department chair/head about search progress. •Work closely with departmental support staff person. •Answer questions from committee members. •Lead/coordinate active recruitment of applicants. •Serve as contact (liaison and resource) for applicants. •Develop various letters to applicants, as needed, working with support staff. •Assure completion of all paperwork throughout the search process, working with support staff. •Organize reference checking. •Coordinate development of interview schedule. •Host and coordinate interview visits working with support staff. •Provide search committee's recommendations to the department chair/head and assist in preparing offer as requested by department head/chair. 	<ul style="list-style-type: none"> •Attend all meetings and complete assignments on time. •Identify appropriate places to advertise. •Review university search policies/procedures. •Acknowledge any conflicts of interests that may arise re: applicants. •Actively recruit applicants via professional networks, meetings, personal contacts via phone and/or e-mail, etc. •Identify and use recruitment sources that will foster a diverse applicant pool. •Actively market NDSU. •Develop a system/procedure for consistent screening of applicants. •Screen applicants fairly and objectively using the advertised qualifications. •Develop interview schedule AND interview questions. •Identify interview components •Participate in the interview process. •Recommend individual(s) to receive an of 	<p>Prepare opening in PeopleAdmin (info provided by Dept. Chair/Head and/or Search Committee Chair).</p> <ul style="list-style-type: none"> •After opening is fully approved, place ads in journals or on professional on-line spots; forward copies of ads for Equity & Diversity Office. •Review applicants in PeopleAdmin and update status' as needed. •Prepare the Request to Offer (info provided by Dept. Chair/Head and/or Search Committee Chair). •Coordinate with search chair to be sure that all necessary attachments accompany the Request to Offer.