

## Guidelines for Search Committees

Search committee work is enhanced when the committee discusses and agrees on guidelines they will adhere to for the full course of their responsibilities. Discussing what is needed to make the work go well as a group, and building commitment to these collectively, helps maintain focus and smooths further work.

### Here are some samples of guidelines to consider

1. Commitment to agree together, prior to the start of our work, how we will come to decisions.
2. Commitment to rise above biases and cognitive errors in discussions.
3. Commitment to develop strong criteria before our search begins that address the most relevant aspects of this particular search, and agree on them as a group.
4. Commitment to use the criteria set for the job as the touchstone for decisions at each stage in the search process.
5. Attendance at all search committee meetings is expected. Attendance includes punctuality and avoiding multitasking and use of electronic devices.
6. Commitment to focus on evidence presented, not on opinions or hearsay.
7. Commitment to strict confidentiality regarding job candidates and the work of the committee.
8. Commitment to use creative and meaningful outreach efforts to expand the diverse pool of candidates.
9. Ensure we facilitate balanced opportunities for every member of the committee to speak and share their views.
10. We will treat every applicant with respect, both interpersonally and with regard to fair processes.
11. Commitment to use consistent procedures with every candidate, including parallel question lists, activities, methods of contact, information provided, and all other processes.
12. Commitment to using a diversity of measure to evaluate candidates, and to consider the full range of information available when making decisions about shortlisting and offering positions.
13. Commitment to provide every candidate with the same information about resources available at our institution and in our community to support partners and diverse social locations and identities.

Adapted from Moody, Joann (2012). *Faculty Diversity: Removing the Barriers* (second ed.). New York, NY: Routledge.