

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. • Submit complete transaction file to Equity and Diversity Office. 	<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 offer. 	<ul style="list-style-type: none"> • Prepare Request to Recruit (info provided by Dept. Chair/Head and/or Search Committee Chair). • After Request to Recruit is fully approved, place ads in journals or on professional on-line spots; provide electronic copies to E&D Office for standard web postings. • Enter applicants into Recruit Workforce (PS) and update disposition as needed. • Send various letters to applicants as requested by search chair. • Prepare the Request to Offer (info provided by Dept. Chair/Head and/or Search Committee Chair). • Provide updated list of applicants from Recruit Workforce to go with Offer. • Coordinate with search chair to be sure that all necessary attachments accompany the Request to Offer. • Assist search committee chair with completion of final paperwork and submission of complete search file to Office for Equity and Diversity..