

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