



SAMPLE SEARCH COMMITTEE COMMITMENTS

Serving on a search committee is a commitment. Effort should be made during the initial meeting to discuss shared commitments for membership on your committee.

Attendance

- We expect all committee members to attend at least 80% of committee meetings, and to be present for all final deliberation meetings after the interview stage.
- We expect all committee members to arrive at meetings on time, or to communicate with committee chair in advance when this won't be possible.
- Failure to meet attendance expectations may result in a committee member being excused from the search process going forward.
- We expect all committee members to leave phones, computers, and outside work aside during committee meetings.

Member Contributions and Conflict

- All committee members will be responsible for a thorough review of each candidate's application packet prior to discussing their candidacy.
- All committee members will be responsible for maintaining up-to-date knowledge of equitable search practices, as well as our affirmative action obligations, prior to beginning the search.

Confidentiality

- The actions and conversations of this committee should remain confidential. Limit off-the-cuff informal comments between committee members and external colleagues.
- If a committee member expects they may have a conflict of interest in fairly evaluating candidates, this should be communicated to the committee chair as soon as possible.
- All relevant documents should be protected. This includes saving them in appropriate online locations and safeguarding printed, paper applications when not in use.
- Please note that while the actions and conversations of the committee should remain confidential, notes and other documents produced by the committee may be discoverable in the case of the litigation.

Group Dynamics

- We expect to create an environment of focus and attention at committee meetings, which includes turning off cell phones except in a case of emergency.
- All members of the committee should be treated with respect.
- All members of the committee should be given an opportunity to speak and share their opinions.
- All committee meetings to begin and end at the stated time and adhere, as much as possible, to their stated agendas.