

Tips on Forming a Search Committee

- ✚ Committee chairpersons should hold positions at the same level as or higher level than the vacant position.
- ✚ The size of the committee should reflect the importance of the vacant position (the more important the position, the greater number of committee members).
- ✚ Attempt to form a committee diverse in terms of gender and race.
- ✚ Attempt to appoint as a committee member an individual who has performed or held the vacant position or a similar position.
- ✚ Attempt to appoint as a committee member an individual who has supervised the vacant position or a similar position.
- ✚ Appoint ex-officio members from the HR department.
- ✚ Determine whether each appointee has sufficient time to devote to search committee duties.
- ✚ Ensure that the committee possesses technical expertise sufficient to make astute comparisons among applicants.
- ✚ Ensure the committee represents a variety of perspectives on the role and function of the vacant position.