

# SAMPLE SEARCH COMMITTEE CHARGE

**TO:**

**CC: Search Chair**

**FROM: [Dean or Department Chair]**

**RE: Search for**

**DATE:**

I am inviting you to become a member of the search committee to search for [describe the position] in the department/school/college of [insert].

The search committee is charged with finding and recruiting the very best candidate to fill this position. It is an important task, since we have high expectations about what this new faculty colleague could bring to the position and our community. [Insert here the preliminary position description and job the requirements, e.g. "We are seeking an assistant professor in the field of X with particular expertise in the areas of Y and Z."]

[If appropriate, use this paragraph to describe any additional goals of the search, e.g. acquire expertise in an emerging field, increase opportunities for interdisciplinary collaboration, or shore up an area recently weakened by attrition.]

\_\_\_\_\_ has agreed to chair the search committee with \_\_\_\_\_ and \_\_\_\_\_ providing committee support.

The University is committed to creating an environment that is welcoming, inclusive, and supportive for all members of our community. As a search committee member, you will play a critical role in ensuring that the search reflects these values. Please familiarize yourself with the attached search manual, which clearly explains how to meet the University's equal opportunity and affirmative action obligations by conducting a fair, open, and equitable search. [Mention any additional materials that have been compiled for the committee, for example, timeline or reference material.]

I am asking that the search committee complete its search by \_\_\_\_\_, at which time I will ask for [specify the expected outcome, for example an unranked list of three to four candidates that the committee recommends for the position]. I will then meet with the committee to hear your views on the strengths and weaknesses of the final candidates.

I appreciate your willingness to provide this important service to [our department/school].