

# Search Committee Checklist

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## Establish the function of the Committee

- Standard Search Committee (Research/Clinical/Education Search Committee)
- Ad Hoc Committee
  - *Position title*
  - *Administrative support*

## Establishing the Committee (usually 4-6 members)

- Division Director appoints Search Committee Chair and committee members and should include the following representatives:
  - *Two or more Division/Department faculty members with expertise in the area (diverse academic backgrounds)*
  - *One faculty member from outside of the Division/Department*
  - *At least one member from our URM list*
  - *One staff member*
  - *One minority faculty member*
- Provide DOM Recruitment office (Spira Steyn at [rsteyn@uabmc.edu](mailto:rsteyn@uabmc.edu)) the name(s) of the Chair, co-Chair, search committee members as well as the name of the administrative contact person.

## Before the search

- Meet with DOM Chair office to discuss funding for the position. Estimate the total investment you wish to make from the Division and DOM funds, include AEF and Impact and schedule a meeting with Drs. Seth Landefeld, Stu Frank, Cindy Joiner as well as Shane Wiley to discuss the investment and what sources can be identified.
- Please note that request for new positions must be submitted through the annual budget review with information justifying the new position.
- Appropriate approval is obtained from DOM/SOM. (A salary range is determined based on a market review of the position and the budget of the position; and recruitment sources are identified).
- The Division/DOM HR works with the search committee as well as the Division Director to develop the position announcement and job description.
- Educate yourself about common – and often unconscious – biases and assumptions. Do we have resources for this? If so, let's add the link or person

- Identify effective strategies for recruiting and hiring faculty from traditionally underrepresented groups.

### **1<sup>st</sup> Search Committee Meeting (4-6 weeks prior to kick off)**

- Division Director provides charge to the search committee.
- Complete Unconscious Bias Training
- Review the position description and Identify essential, required and preferred qualifications.
- Review expectations of Confidentiality and attendance at committee meetings and sign a confidentiality agreement.
- Search committee develops a recruitment and selection plan which includes timelines for posting, application deadlines and target date for submitting recommendations; plans for advertising; develop objective criteria for screening and interview questions.
- Create a list of assessment questions to send to the search committee members as well as others involved. Send the final list of questions to Spira Steyn to update Red Cap for evaluation questions. This will create a link for each Faculty member to enter candidate evaluations.
- Discuss ideas and establish plans to include qualified minorities and possible internal candidates.

### **Opening the Recruitment**

- Hiring department/division completes the following and submit to HR to initiate recruitment

### **Current Faculty process during Limited and Modified Business Operations:**

#### **SOM Portal on hold, no entry needed**

Here is a quick summary of how to proceed with Faculty hires under limited operations:

1. For your LOO/LOI that were approved via the batch exception; contact Janice Ward and let her know what req. to take off “hold” so that you can complete the hiring process:
  - a. Provost will re-create a new req for you to submit for approval. Attached the Docusign approval.
    - i. Once approved, complete the I-9 pre-hire and hiring proposal. Please include the exception approval when submitting the hiring proposal
  - b. If you don't have a req., initiate a req. in People Admin and when approved, have the candidate apply and then start the hiring process
2. For single Faculty new hire exceptions that have been approved by DOM EA and Dr. Landefeld, work with myself or Lisa so that we can submit the Docusign exception (Business Plan, LOI and CV sent to DOM-Recruitment):

- a. Once we receive approval to proceed, we will let you know and you will follow 1a or 1b above
3. For Irregular Faculty (04) and Full Time temp (02) Faculty (including Emeritus, Instructor/Fellows, etc.), that have been approved by DOM EA and Dr. Landefeld, work with myself or Lisa so that we can submit the Docusign exception:
  - a. Once we receive approval on the exception from the School, we will contact you so that you can initiate the People Admin exception requisition (page 5-7 in the word document attached), ensuring to attach the SOM Docusign exception approval
  - b. Once you receive the notification that the job is posted, or ready to post (email attached) then you are approved. For these types of hires 04s and 02s; a Hiring Proposal is not required. You will proceed with the hire as unusual through ACT document and FDF
4. For those recruits where a Prior review is required, once the exception is approved we can submit the review to our APTC and then to SOM Faculty Council. We will need their approval in order to attach to the People Admin hiring proposal. Timing will be difficult here, so let's work closely on these

**Previous SOM Recruitment (regular business operations) = See DOM Recruitment Process**

People Admin req submitted to Chair's office for approval of posting

SOM Portal entry (Active search, in Portal with Business Plan) submitted

Identify minority sites to advertise position

Advertise

## **Review Applications**

- Review application and materials submitted by applications.

## **Contact with Candidates**

- Any application materials that are sent directly to the search committee from the candidates should be forwarded to Human Resources immediately without reviewing the documents.
- Provide candidates with contact information of the search chair as the point of contact for questions and concerns regarding the search.
- Maintain confidentiality of who is on the Search Committee to the furthest extend possible.
- Discussions from the candidates regarding the application process and qualifications should always be directed to the recruitment manager.

## Selection of potential candidates

- Based on a review of materials submitted by applicants, identify those who will and will not be considered for the position.
- Ensure all applicants are evaluated on the basis of pre-established criteria related to the position.
- Determine persons to be interviewed, if there is not an appropriate diverse representation; consider additional methods to identify additional qualified applicants.

## Conducting Interviews

- Determine whether telephone/skype interviews are necessary and proceed.
- Design a plan/schedule for in-person interviews with the search committee:
  - *As a panel; OR*
  - *Individual interviews*
- Design a plan for a Seminar or Special Presentation by candidate
- Schedule all faculty, groups, locations, to be involved in the interview process. Make sure to include the following:
  - *If Research intensive candidate (meetings during the 2<sup>nd</sup> visit) – Drs Seth Landefeld/Stu Frank; Dr. Mike Bertram, Director, IRCP; as well as Sam Cartner, Director, Animal Resources Program (ARP)*
  - *If Clinical intensive candidate – Dr. Elizabeth Turnipseed/Lauryn Schultz during 2<sup>nd</sup> visits*
  - *Onboarder during 2<sup>nd</sup> visits*
  - *Concierge service group before 1<sup>st</sup> visits*
- Send interview questions to all faculty that are involved in the interview process as well as the link for candidate assessment.

## 2<sup>nd</sup> Search Committee meeting/conference call

- The Committee meets to evaluate candidates on qualifications, strengths/experiences who should be asked back for 2<sup>nd</sup> interviews.
- Communicate with the Division Director as well as DOM Chair in regards to potential LOI.
- Discuss the plan and strategy for second visits, possible with family.

## Selecting finalist: 3<sup>rd</sup> and last search committee meeting

- Make hiring recommendation to the Division Director

- Discuss details of hire with DOM HR.
- Division Director/Search Committee chair makes final offer
- Discuss and identify multiple mentors and various mentoring and professional development opportunities for new faculty member.
- Search Committee inform unsuccessful candidates

## **Closing the Recruitment**

- Submit the following to DOM HR (see recruitment in LBO or MBO above):

### **Previous SOM Recruitment (regular business operations) = See DOM Recruitment Process**

Divisions will complete Negotiate Offer in SOM Portal and Save but will not submit.

Include Negotiate offer as a PDF along with the LOI, CV and Business Plan to DOM-Recruitment email

\*The information in the Negotiate offer stage will replace the information formally entered in the DOM RedCap Space database and SOM Research Space

Once LOI and Business Plan approved from Chair's office; Division submit the Neg. Offer in SOM Portal