



Diversity and Inclusion

Search Committee Role and Responsibilities

The Search Committee generally has overall responsibility for managing the search process. This may include advertising, soliciting applications, evaluating applications, organizing the interview process and evaluating the strengths and limitations of each person interviewed. The following list highlights important aspects of the role and responsibilities of the search committee.

1. Uphold a legal and ethical obligation to conduct a hiring process that is equitable and inclusive.
2. Maintain a commitment to the University of Denver Diversity Statement (it is important to take time to discuss the group's commitment).
3. Maintain confidentiality before, during and after the search process (members may not disclose any applicant's name or status, or the content of any committee conversation to any non-committee person before it is determined appropriate to do so).
4. Uphold required time commitments.
5. Adhere to hiring procedures.
6. Practice respect and regard as oppose to silence and dismissal of counter perspectives reflected among search committee members. Utilize these varied points of view to inform the decision-making that occurs.
7. Work to reduce evaluation errors and become more bias aware (see Implicit Association Test, <https://implicit.harvard.edu/implicit/demo/>).
8. Ensure that the advertisement includes proactive language to attract the attention of underrepresented group members (you may contact the Director of Equal Opportunity at (303) 871-7436) and the director, Diversity Recruiting at, Debra.Mixon@du.edu, for assistance.
9. Widely publicize the search (research has shown that women and members of underrepresented groups are judged more fairly when they are at least 25-30 percent of the applicant pool, Sackett et al., 1991; Heilman, 2001).
10. Work to recruit a large diverse pool of candidates. Very qualified and capable individuals may rely on professional publications that are specifically designed to inform marginalized audiences and/or support a group's shared interest (e.g., Hispanic Outlook in Higher Education, Journal of Blacks in Higher Education) when identifying employment opportunities. (see, <http://www.du.edu/cme/programs-services/faculty.html>) for recruiting resources).
11. Develop selection criteria and interview questions that align with the job description.
12. Interview and evaluate candidates fairly.