

Roles and Responsibilities of Pitt Public Health Faculty Search Committee Members

Role of the Search Committee Chair

The search committee chair plays a very important role in obtaining talented faculty. The list below provides a guideline for you to follow. Secretarial/Administrative support will come from the Office of the Chair for your department.

- Obtain the search committee's charge from the Department Chair.
- Schedule and chair committee meetings, ensuring that the recruitment process moves forward in a timely manner.
- Ensure that all individuals involved in the recruitment process follow University policies & procedures and Affirmative Action, Diversity & Inclusion guidelines including:
 - Asking only "allowable questions"
 - Asking all candidates the same set of questions
- Develop outreach efforts to target underrepresented group members.
- Provide a copy of the Search Committee Guidelines to each search committee member.
- Ensure that all committee members and search participants understand and maintain confidentiality throughout the process.
- Ensure consistency throughout the process as appropriate.
- Send letters to unsuccessful interviewed candidates.
- Prepare a committee report for the department chair, identifying the recommended candidate, and the processes used by the search committee to select the candidate. Include number of applicants, # qualified, # interviewed and how they were interviewed (campus visit, Skype, etc.) and why the selected candidate is being recommended over other applicants.
- Disposition all applicants to the requisition in Talent Center using the "Reviewing and Dispositioning Faculty Candidates" help guide on the Pitt Human Resources SharePoint webpage.
- Complete the University of Pittsburgh Office of Diversity & Inclusion *Summary for Proposed Faculty or Academic Appointments* found on-line: <https://www.diversity.pitt.edu/sites/default/files/Search%20Summary%20Form%20Draft-10-19-16%202nd%20revision.pdf>
- Collect and retain all applicant materials, meeting notes, emails and process documentation for three (3) years after the position is filled.

Role of the Search Committee Member

- Attend all search committee meetings.
- Complete assignments on time.
- Contribute your personal and professional perspectives.
- Work toward a consensus.
- Respect the confidentiality of the process, each candidate and the department.
- Represent the University in a positive and professional manner throughout the search process.

Role of the FAPTC Representative

The primary role of FAPTC representative on any faculty search committee is to ensure that the committee follows FAPTC Policies & Procedures. In addition to following the items listed as a Role of the Search Committee Member above, the FAPTC Rep should also:

- Work with the Committee Chair to ensure that the interview process is fair and well documented.
- Provide an overview of the FAPTC process to fellow committee members.