

TO: Search Committee Members

FROM: Hiring Officer

DATE: _____

RE: Search Committee Charge Following approval of my request to initiate a faculty hiring process to replace _____, you are to convene as a search and screening committee and continue your work on this committee until a successful candidate has accepted our offer or until I notify you that the process has been terminated.

Your tasks in this matter include:

- Additional development of the position analysis and recruitment plan outlined in the attached memo;
- Recruitment of a diverse and highly qualified pool of applicants;
- Screening of application materials to identify bona fide applicants and to evaluate applicants according to the selection criteria;
- Selection of 6-7 semifinalists and recommendation of interviewees;
- Participation in the interviews of candidates for this position according to departmental policy and previous practice.
- In all of your work, you should follow the instructions in the [Faculty Hiring Guidelines](#) available on the OEO Website.

Thank you in advance for your diligent and thoughtful work on this committee. I look forward to the report of your recruitment, screening and selection activities.