SEARCH COMMITTEE GUIDELINES

When Search Committees Are Required

For positions that are advertised nationally or regionally, a search committee is usually established to assist in the screening process.

Search Committees normally will be used to fill the following positions:

- Full-time professional, managerial, and tenure track faculty positions
- Full-time temporary faculty positions
- Position vacancies that are believed to have a duration period of one year or more
- Positions that are non-competitive, classified

Search Committees may be used, but are not required, to fill the following position vacancies:

- Adjunct positions
- Graduate Assistant positions
- Classified positions

Emergency situations that do not permit time for establishment of a Search Committee must be approved as exceptions by the President, Provost or the appropriate division head. Examples which are appropriate to request emergency status are:

- When a full-time employee resigns without giving at least one month’s notice and the position must be filled immediately, or
- When a faculty member resigns or takes a leave of absence in the middle of a semester, or;
- When a new section of a course opens up at the start of classes to accommodate increased enrollment
- Temporary, Interim or Acting positions.

In emergency appointments, the EEO principles must be considered.

Search committees are not used in the following situations, even though an employee is placed in another position:

- Reorganizations
- Reclassifications
- Reassignments
Notwithstanding the principles stated above, the administration reserves the right to hire managerial employees without a search for reasons that are determined to be in the best interests of the University, to meet emerging programmatic needs, and/or to fulfill the mission of the University. This includes current University employees or those external to the institution. In these cases, the President of the University will authorize this managerial hire after consultation with the appropriate VP/Division head and/or any other University personnel and, for senior level positions, with the concurrence of the Executive Committee of the Board of Trustees.

All search committee members must take the online search committee training in self serve Banner under the Professional Development tab.