**RHODE ISLAND COLLEGE**

Office of Human Resources

# FACULTY
# SEARCH CHAIR CHECKLIST

The *Search Committee Chair* is typically a subject matter expert and works closely with the hiring manager throughout the search process. The Search Chair is selected by the Hiring Manager to oversee the search committee and the search process. (see ***Faculty Guide*** for detailed overview of search process)

Below are the specific action steps Hiring Managers and/or Search Chairs take to fill a position at RIC.

*Hiring Manager:*
- ☐ Revise job description
- ☐ Complete and submit completed ***Job Questionnaire*** form along with revised job description and administration approval to Office of Human Resources

*Search Chair:*
- ☐ Sign up for a search committee training via Calendly.com (link on RIC HR website)
- ☐ Search committee should review and discuss Affirmative Action materials received through People Admin email notification when assigned to the search
- ☐ Review job description and discuss it as a committee
- ☐ Review the ***Faculty Guide*** and all related information including RIC procedures and policies and related ethical and legal issues
- ☐ Define roles for committee members as well as discuss days and times that work for everyone in order to block off time on calendars for search meetings and interviews
- ☐ Access applicant tracking system (People Admin) and review/screen applicants
- ☐ All applicants not selected to continue in the interview process should be moved in the workflow accordingly and notified by Search Chair or Human Resources (*see guide for Accessing and Reviewing Applications*).
- ☐ Conduct Interviews
- ☐ Send list of all recommended candidates with ***rankings***, strengths and weaknesses to the department chair
- ☐ Final decision on appointment is made by the President upon the recommendation of the Provost/VPAA
- ☐ Move final applicants not selected for the position in the workflow within People Admin
- ☐ *Department Chair/Dean*, communicates to Search Chair who was candidate selected for hire
- ☐ Search Chair creates Hiring Proposal in People Admin (enter mandatory proposed start date) sends to hiring manager in workflow (*see guide for Accessing and Reviewing Applications*)
- ☐ *Hiring Manager* reviews Hiring Proposal and sends for approval
- ☐ Search Chair completes Monitoring Report (Link to Monitoring Report) prior to creating a hiring proposal