

# Search Chair Duty Checklist

## Prep Ad

sent to HR/Kelly Graham for posting  
post to other “free” external sites - only with permission

## Prep Committee

Send to **Provost** for Approval and then to HR (Kelly Graham)

## Schedule Meeting of Committee with **EEO/AA (Kelly Graham)**

Begin review of timeline, portfolio review checklist, q’s for references, q’s for candidates

## Work with Committee to Prep

Timeline for Search  
Portfolio Review Checklist  
Questions for References  
Telephone and On-Site Questions for Candidates

## Send Proposed Review Materials for **EEO/AA review (Kelly Graham)**

## CHAIR - Review files for completeness

**Email candidates for more info on incomplete files**

Send list of complete and incomplete files to other committee members

Begin review of files

Meet to discuss candidates for reference checks and assign ref checks

**contact candidates to confirm interest and approval to call refs**

Meet to discuss candidates to short-list for phone interviews

Get approval (**HR and Provost**) for the candidates to be interviewed by phone

Contact to schedule phone interviews

Send CBA, Unit Standards, and Phone Questions (if Committee Desires)

Reserve room and arrange for speaker phone

Identify candidate(s) to be brought to campus

Get approval for campus visits

HR/Kelly Graham - send names

**Provost** - send applicant file(s)

## Draft On-Site Visit Schedule

candidates make own air and room arrangements (recommend Fairbridge, Best Western)

book rooms for interview with search committee and campus presentation

make reservation for dinner

**All meals charged to personal credit card! NO alcohol charges! (separate receipts for alcohol)**

**tips not to exceed 15% for reimbursement from the state (as per Mary Dwyer email, 1/31/2020)**

email students re presentation and lunch/dinner meeting with the candidate

email campus re campus presentation

copy feedback forms for presentation attendees

print copies of on-site interview questions

recruit students for lunch time visit

confirm times for meeting with **Chancellor, Provost, Div Chair**, tour guide, admissions tour, Union Rep, HR

prep on-campus visit schedule – send the people meeting with the candidate

notify Provost’s administrative assistant of hotel and arrival time so they can arrange for welcome basket

get parking pass if candidate is renting a car

Send Campus Materials to Visiting Candidates:

Schedule

Questions (if Committee desires), CBA, and Unit Standards

Submit Expenses for Reimbursement to Business Office

include list of all attendees at each meal

make sure candidates have Travel Expense report form to file with Mary Dwyer

Submit Reasons for Non-Selection to EEO/AA (Kelly Graham)

Contact (or Arrange for Contact) of Non-Selected Candidates