

Date:

To: Name of the Search Committee

* + Chair
  + List each member

From: Name and Title of Hiring Manager

Subject: Search Committee Charge for the Name the Position

Dear Search Committee Member:

Thank you for dedicating your time and talents to the search for Position in the Division/Department/Office of X.

The Search Committee is charged with recruiting and recommending the very best candidate to fill this position. It is an important task as we have high expectations about what this new colleague could bring to the position, our department, and SIUE.

[Insert here the preliminary position description and job the requirements, e.g. “We are seeking an assistant professor in the field of X with particular expertise in the areas of Y and Z.”] and provide key parts of the job description.

[Provide expectations for qualifications; clarify expected minimum qualifications and preferred qualifications if needed; if appropriate, use this paragraph to describe any additional goals of the search, e.g. acquire expertise in an emerging field, increase opportunities for interdisciplinary collaboration, or shore up an area recently weakened by attrition.]

Y has agreed to chair the Search Committee with Z providing administrative support.

The University is committed to creating an environment that is welcoming, inclusive, and supportive for all members of our community. The University’s Affirmative Action / Equal Employment Opportunity Policy has the objective of recruiting, hiring, training, and promoting persons in all job classifications without regard to age, color, disability, marital status, national origin, race, religions, sex, sexual orientation, or veteran status. As a search committee member, you will play a critical role in ensuring that the search reflects our collective values. See [SIUE’s Affirmative Action Planning & Hiring Resources](https://www.siue.edu/eoa/affirmative-action-planning-hiring/index.shtml) for plans and objectives for our campus.

We encourage you to be proactive and get creative about where you share the job posting. Please share with your peers, on social media, on professional listservs, at conferences, at peer institutions that recruit similar positions, etc. There are additional funds available for expanded recruitment efforts through the Office of the Vice Chancellor for Anti-racism, Diversity, Equity, and Inclusion.

It is also important to ensure that the candidate evaluation process is inclusive and fair. Developing and using criteria by which all candidates will be evaluated at each stage of the search process, using consistent questions across all candidate interviews, ensuring consistent agendas for all candidates, and providing consistent accessibility accommodations to all candidates will make this search process more equitable and inclusive.

The Search Committee is expected to complete its search by date and provide to me [specify the expected outcome, for example an unranked list of three to four candidates that the committee recommends for the position, top two candidates, a meeting with the committee to hear your views on the strengths and weaknesses of the final candidates]. [If the unit has specific policy or procedures for hiring that indicate steps to be followed and / or hiring manager consultation requirements to move candidates up in the hiring process, specific them here.]

I appreciate your willingness to provide this important service to our unit/department/school.