

**College of Pharmacy
Internal Human Resources Process**

Search Committee Process for Making Referrals to the Hiring Authority
approved by Central Council December 20, 2000

Objective: This process is designed to aide the hiring authority in gathering information from various sources who have participated in the search process, while guaranteeing faculty endorsement of faculty hires.

Participants: Faculty search committees typically include the following individuals charged with participating in the search process from recruitment, selection, interviewing and final referral to the hiring authority:

1. A search chair
2. Faculty members from the hiring department
3. Other faculty outside of the department
4. A student representative (limited role, defined below)
5. College's EEO officer (makes separate report to hiring authority)

Staffing will normally be provided by HR, separate from the EEO Officer.

Other individuals and groups are included in the interviewing process. Typically the candidates interview with the following:

1. Department Head
2. Other department faculty not part of the search committee
3. Other College and University faculty
4. A group of PharmD students
5. Associate Dean for Professional Education

Search Process: The search committee meets to define the search criteria and plan a recruitment strategy, and once applications are received, reviews them and selects candidates to interview (the committee may or may not include the student representative up to this point, depending upon the decision of the chair of the committee). Usually 3 to 5 candidates will be interviewed. If the committee has not included the student representative to this point, then the chairperson will meet with the student representative to discuss the candidates and arrange interviews with students as part of the search process. Once interviews are completed the search committee (now including the student) meets to review the candidates. The student is responsible for representing the consensus opinions of the students to the committee and to the hiring authority in a separate written report, but does not vote. The search chair is also responsible for presenting the candidates put forth to the hiring authority to the department for endorsement (not selection). The search chair will be responsible for submitting a written memorandum to the hiring authority summarizing the committee's recommendation(s) and the department's endorsement of the slate of candidates. This report may or may not include the number of votes received by the various candidates, but must include a discussion of the strengths and weaknesses of the top three (or more) candidates. The EEO officer will submit a separate report to the hiring authority which will include comment on whether guidelines were followed and on how well each candidate will contribute to our diversity goals. Any search committee member is entitled to submit a candidate evaluation form to the hiring authority if he/she desires to do so. Other individuals interviewing the candidate will be asked to complete an evaluation form. The HR staff person for the committee will be responsible for collecting this material and submitting it to the hiring authority.

Attachment: Candidate Evaluation Form

(Position Title)
College of Pharmacy
Candidate Evaluation Form

Candidate _____ Date of Evaluation _____

Evaluator _____

Evaluation: Please rate the candidate in each of the categories listed below. Leave blank any category in which you do not wish to or are unable to rate the candidate. In addition to or as an alternative, you may offer comments in a narrative form.

Candidate Evaluation

CANDIDATE	Maximum Score	Post-Interview Score
Selection Criteria		
Candidate's Total Score	Maximum = 100	

Global assessment of candidate's qualifications and suitability for this position. Mark one:	Superior	Acceptable	Non-Acceptable
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Comments:

Strengths:

Weaknesses:

Evaluator's Signature _____

Please return your completed evaluation to Chris Nelson.