



TO: Search Committee Members

FROM: Hiring Officer

DATE: _____

RE: Search Committee Charge

Following approval of my request to hire a faculty member at the rank of XX with expertise in XXX (list disciplinary focus), you are to convene as a search and screening committee and continue your work on this committee until a successful candidate has accepted our offer or until I notify you that the process has been terminated.

Your tasks in this matter include:

- Additional development of the position analysis and recruitment plan outlined in the attached memo or position description;
- Recruitment of a highly qualified pool of applicants;
- Screening of application materials to identify bona fide applicants and to evaluate applicants according to the selection criteria;
- Selection of _____ semifinalists and recommendation of up to _____ interviewees;
- Participation in the interviews of candidates for this position according to current OAP processes, recommended practices, and departmental policy.
- In all of your work, you should follow the practices outlined in the [Faculty Hiring Guidelines](#) and [Procedures](#) available on the OAP Website.

Thank you in advance for your diligent and thoughtful work on this committee. I look forward to the report of your recruitment, screening and selection activities.