POLICY ON SEARCH COMMITTEES

Revised August 2017

Montclair State University is committed to attracting qualified and diverse candidates for all positions. To aid with this effort, and to conform to applicable federal and state equal opportunity and affirmative action requirements, the University relies upon search committees to recruit and screen candidates. Search committees enhance campus collegiality and democratize hiring procedures. The following policies and procedures outline the mechanisms by which search committees are formulated, and the manner in which they operate.

I. DEPARTMENTAL PERSONNEL ADVISORY COMMITTEES (DPACs) and SEARCH COMMITTEES (SCs)

Departmental Personnel Advisory Committees (DPACs) function as recruitment committees to aid with recruitment of faculty and department chairpersons. The DPACs role in faculty recruitment is outlined in Local Selected Procedures Agreement (LSPA). DPACs are used to fill all full-time and part-time faculty positions.

Search committees (SCs) are formulated to fill managerial and professional positions. SCs are used for full-time and part-time non-teaching professional and administrative positions. The Vice President for Human Resources must approve any requests for exceptions.

These policies and procedures apply to both DPACs and search committees. The term “search committee” will be used throughout the instant policy to refer to both DPACs and SCs.

II. APPOINTMENT AND COMPOSITION OF THE SEARCH COMMITTEE

Search committee members shall be selected by the unit or division head.

Search committees are responsible for ensuring that candidate recruitment, screening and hiring processes conform to the University’s EEO/AA policies, and are otherwise equitable, unbiased and accessible. To that end, search committees shall be composed of individuals reflecting the University’s diverse population (e.g. race, gender, national origin, ethnicity, etc.). It is suggested that committees include 4-5 members.

Hiring managers are uniquely positioned to understand the department’s needs, and to identify candidates who may be best suited to satisfy those needs. Accordingly, hiring managers may, but are not required to, chair a search committee.
Search committees are expected to familiarize themselves with, and to use, recruitment strategies that optimize outreach to diverse, qualified candidates.

III. RESPONSIBILITIES OF THE SEARCH COMMITTEE

Search committees will select candidates to interview, and participate in those interviews, leading to an eventual recommendation to the hiring manager and/or unit/division head.

At the end of the search process, the search committee chair (or designee) must submit an online Affirmative Action Report summarizing the committee’s selection process.