



## **POLICY ON SEARCH COMMITTEES**

### **I. INTRODUCTION**

- A. A search Committee is a vehicle used in higher education to meet the legal responsibility for affirmative action under civil rights legislation and the institution's moral commitment to equal opportunity. In practical terms, this means that we try to include more women and minority group members in the candidate pools from which we appoint faculty and administrators, and we make good faith efforts to achieve our own self-set goals to have more women and minority group members represented on all levels of responsibility.
- B. The Search Committee's involvement in the process of recruitment, screening, and nomination of candidates to fill position vacancies enhances campus collegiality, democratizes hiring procedures, and brings to bear diverse sensitivities to the important task of selecting institutional leaders.
- C. Whether or not a Search Committee is required to fill a particular position vacancy under the Policy and Guidelines on Search Committees, as a general principle, equal opportunity and affirmative action procedures always apply in all recruitment efforts to fill vacancies at MSU. For specific procedures, refer to MSU's Affirmative Action Recruitment Guidelines for Faculty and Non-Teaching Professional Positions.

### **II. CONSISTENT POLICY AND PROCEDURES**

- A. The following policies and procedures are consistent with Federal and State equal opportunity and affirmative action Executive Orders, laws and regulations, the University's contractual obligations under the faculty and non-teaching professional negotiating agreement, and the University's policies and procedures as reflected in MSU's Affirmative Action Recruitment Guidelines. Any inadvertent inconsistency follows the priority of Federal Law, then State law, then contracts and finally, the University's internal policies and procedures.
- B. The duly constituted Personnel Advisory Committee (PAC), traditionally and by contract, exercises the role of Search Committee for recruitment of faculty and department chairpersons. The PAC's role in faculty recruitment is outlined in the faculty contract and the Local Selected Procedures Agreement. These documents shall prevail, but where there is no inconsistency, the PAC must comply with the following policies and procedures. Wherever the words "Search Committee" are used, they also apply to PACs.

### III. **WHEN SEARCH COMMITTEES ARE REQUIRED**

- A. Search Committees are used to fill all full-time and part-time faculty positions and all full-time and part-time non-teaching professional and administrative positions.
- B. Requests for exceptions to A, above, must be sanctioned by the President and the Executive Council.
- C. In all other instances (see Guidelines for Search Committees, I.B.), the Search Committee process may be used at the election of the administrators in charge.

### IV. **WHO APPOINTS THE SEARCH COMMITTEE**

The composition of the Search Committee shall be recommended by the administrator directly in charge of the unit involved, in consultation with an Executive Officer, and will be subject to the final approval of the President and his/her Executive Council.

### V. **THE COMPOSITION OF THE SEARCH COMMITTEE**

- A. The composition of the Search Committee should reflect a sensitivity to the various constituencies within the University community which will be affected by the position and should include:
  - 1. Women.
  - 2. Minority group members.
  - 3. Members from among the campus constituencies affected by the position, including, but not limited to, faculty, non-teaching professional and administrative staff, secretarial/clerical/service staff, or students.
- B. The administrator who will make the final recommendation to the President should not serve on the Search Committee.
- C. Employees who are in a line relationship to or who will report directly to the person to be employed should not serve on the Search Committee, except when the position involves concurrent rank or where the AFT contract provides that the PAC serve as the Search Committee.

- D. Except as otherwise approved by the President and the Executive Council:
  - 1. The Search Committee should be chaired by a person who is not in a line relationship to the appointing administrator.
  - 2. The majority of the Search Committee should be employees working outside the administrative area of the appointing administrator when the position vacancy is a Unit Director. For other position vacancies, at least one-third (1/3) committee representation should come from outside of the administrative area of the appointing administrator.

VI. **RESPONSIBILITIES OF APPOINTING ADMINISTRATOR**

The appointing administrator is responsible for:

- A. Preparing the job description and proposing for President and Executive Council approval, the academic and experiential qualifications, taking into account MSU's programmatic needs and affirmative action standards.
- B. Knowing and assuring compliance with MSU's Equal Opportunity/Affirmative Action Program and the Affirmative Action Recruitment Guidelines.
- C. Knowing the current employee profile by gender and ethnicity of the Administrative Unit and establishing affirmative action goals for utilizing women and minority group members as vacancies occur.
- D. Internal and external advertising of the position vacancy to broaden the pool of candidates to include women and minority group members.
- E. Making the final recommendation to the President consistent with equal opportunity and affirmative action principles.

VII. **RESPONSIBILITIES OF THE SEARCH COMMITTEE**

The Search Committee will be responsible for:

- A. Knowing and complying with MSU's Equal Opportunity/Affirmative Action Program and the Affirmative Action Recruitment Guidelines and Report Forms.
- B. Knowing the Administrative Unit's current employee profile by gender and ethnicity.
- C. Knowing the Administrative Unit's affirmative action goals for utilizing women and minority group members as vacancies occur.

- D. Additional recruiting to broaden the candidate pool to include female and minority candidates.
- E. Screening and interviewing to assure that women and minority group members meeting programmatic needs and affirmative action standards are represented in the interview process.
- F. Recommending to the appointing administrator, a roster of candidates who are best suited to fulfill the University's programmatic needs and affirmative action requirements.

VIII. **RESPONSIBILITY OF THE UNIVERSITY ADMINISTRATION**

The President and the Executive Council will be responsible for awareness of the process and procedures being followed by the appointing administrator and the Search Committee at each step of the recruitment process. This will entail reviewing the Affirmative Action Recruitment Reports, Parts 1, 2, 3 as they are filed, to comment to effect changes, and/or stop the process at any time that it becomes apparent, by their own observation or by outside comments, that the process and procedures being followed do not reflect a good faith effort consistent with MSU's equal opportunity/affirmative action standards.

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