SEARCH COMMITTEE CHARTER

PART 1: PROJECT OVERVIE	W		
Committee Name		Open Position Title	
Division			
Division Director			
Committee Manager (s)			
Position Description/Ideal Candidate		ADDITIONAL NEEDS: Research Space Clinical Space Animal care Core Facilities	
Position Competencies			
SOM Portal Entry/Creation Date		Last Revision Date	
		Prepared By:	
DOM/SOM Approval Date			
RFA Release date			
Posted on Academic website(s)/Social Media Advertisement Sites:	Dates:		
Expected Start Date			
Expected Completion Date			
Account Number			
PART II: SEARCH COMMIT	7		

FUNCTION	□ Review and	□ Sc	reenin	g and											
	Recommend		ide Fee		C										
TYPE	□ Research	□ Clinical			□ Ad Hoc										
	Committee	Committee		C	Committee										
Members	Name	Posi	tion		D	epartn	nent	Divi	sion		e-m	ail			
Chair															
Co-Chair															
PART III: T	IMELINE														
					WEE	KS									
TASK	Goal	Time	1	2	3	4	5	6	7	8	9		10	11	12
Search	Charge and	1 h	\rightarrow												
Committee	Unconscious Bias														
(SC) mtg	Training														
Applications are due				\rightarrow											
Consolidated	Review				→										
application	applications				7										
packet sent															
to SC															
Search	Discuss	1 h			\rightarrow										
Committee	applications;														
meeting	determine those														
	to move forward to in-person														
	interviews														
1 st Round of	SC Panel should	1h panel					→	→	→						
candidates	be interviewing	interview						′							
visits	each candidate	during													
	as a panel or	visits													
	individually														
SC provides	Attach each	Via e-mail								\rightarrow					
rank order list of	candidates Itinerary + CV	or a in person													
candidates	Tillerary + CV	meeting													
to DD/Chair		meeting.													
Conference	Discuss which	30 min/1 h								\rightarrow					
call with	candidates to														
SC/in person	invite for 2 nd														
meeting	visits (final visit)														
2 nd Round (final)	SC Chair and DD meet with each												\rightarrow	\rightarrow	
candidate	candidate														
visits	individually														
Final SC	Discuss final	1h												\rightarrow	
meeting w	candidate list														
DD - final	with DD														
candidate list															
Offer															\rightarrow
presented to candidate															
Start a new															→
search if not															7
accepted															