

# FACULTY RECRUITMENT

## SEARCH COMMITTEE CHAIR REPORTING FORM

### EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The University of Maryland, Baltimore (UMB) is committed to cultivating a diverse and inclusive workforce and is proud to be an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard race, color, religion, age, ancestry or national origin, sex, pregnancy or related conditions, sexual orientation, gender identity or expression, genetic information, physical or mental disability, marital status, protected veteran's status, or any other legally protected classification.

### SEARCH COMMITTEE REQUIREMENT

Unless there are compelling reasons to do otherwise, UMB requires a search for all tenure, tenure track and non-tenure track positions at the level of Assistant Professor or above. See [UMB Policy on Appointment, Rank and Tenure of Faculty](#) and [UMB Policy on Waivers of Formal Search Requirements for Faculty Appointments](#).

Search committees should be comprised of individuals who have working knowledge of the position to be filled and represent a spectrum of diverse viewpoints, backgrounds, and experiences.

The search committee must receive training on the search process. This includes reviewing and agreeing to adhere to the Faculty Recruitment and Interviewing Best Practices document.

The committee is responsible for assessing candidate qualifications through interviews, determining the final candidate or when applicable, which candidate(s) should be moved forward to the for further consideration.

### SEARCH COMMITTEE CHAIR RESPONSIBILITIES

The Chair is responsible for ensuring a legally compliant search which includes

1. Ensuring that all search committee members receive training on the search process and have read and will adhere to Faculty Recruitment and Interviewing Best Practices document.
2. Maintaining compliance with UMB recruitment policies and procedures.
3. Guiding the committee in developing and conducting the interviews, including selection of the best qualified applicant(s).
4. Ensuring timely communications with candidates and the search committee members.
5. Maintaining the confidentiality of committee deliberations, communications with and identity of candidates.
6. Ensuring that recruitment files are collected and submitted to your department's Dean/Chair/Directors Office. Seek guidance from your HR representative with any questions you may have.

## SEARCH COMMITTEE REPORTING

All selected candidates must have a completed application in Taleo. Once the search process is completed, candidates who are not selected, must receive a disposition code in Taleo. This form is to be included in the appointment packet and/or recruitment file. All recruitment files should be purged three (3) years after the selected candidate starts their employment.

Position \_\_\_\_\_

Selected candidate \_\_\_\_\_

Taleo Requisition Number \_\_\_\_\_ FRIS Number (SOM only) \_\_\_\_\_

School \_\_\_\_\_ Department \_\_\_\_\_ Date of Appt. \_\_\_\_\_

Academic Rank \_\_\_\_\_ Tenure \_\_\_\_\_ Tenure Track \_\_\_\_\_ Non-Tenure Track \_\_\_\_\_

	Name
Chair	
Member	
Member	
Member	
Member	
Member	
Member	
Member	

## SEARCH COMMITTEE CHAIR ACKNOWLEDGEMENT OF RESPONSIBILITY

As Search Committee Chair, I confirm that I have fulfilled my responsibilities to the best of my ability and managed a fair search process for the above-named position. I held the committee members to the highest level of professionalism, compliance, and confidentiality in accordance with UMB policies, guidelines and state and federal laws.

\_\_\_\_\_  
Search Committee Chair Signature

\_\_\_\_\_  
Date

**For faculty appointments at the rank of Assistant Professor, Associate Professor or Professor, please forward this signed form with the faculty appointment packet to the Office of the Provost through Interfolio. For all other positions, submit as supporting documentation with your hire ePaf.**