



How should inquiries from applicants or others be handled?

Inquiries to committee members should be directed to the Committee Chair who serves as spokesperson for the Committee. The Committee Chair should consult with the Chief Diversity Officer/Affirmative Action Officer or Human Resources on non-routine inquiries. Initial acknowledgement of receipt of candidates' application materials are handled by Human Resources or the Office of Multicultural Affairs. Notification of applicants' status following completion of the search is handled by Human Resources or the Committee Chair.

Is the Search Committee's work confidential?

Documents and discussions pertaining to applicants and the Search Committee are to be treated as confidential and are not to be shared outside of the Committee with those not related to the search process. Committee documents and records (not an individual's notes) must be retained for three years after the conclusion of the search in accordance with the State's record retention schedule. Search Committee documents and records are subject to the disclosure in accordance with Connecticut's Freedom of Information statute.

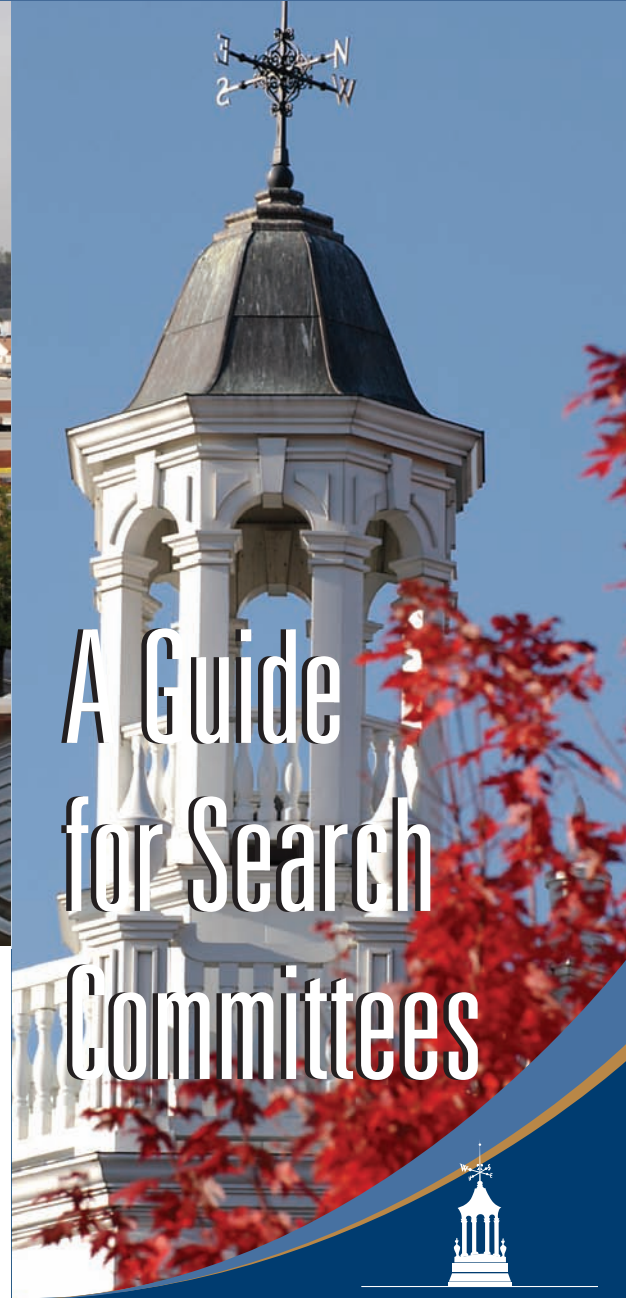
What if the recommended candidate(s) declines the position?

The Hiring Supervisor and appropriate others will determine the next steps.



For additional information, contact:

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Why does the University use an Affirmative Action Search Committee Process?

The University must ensure that applicants who apply for University positions have an equal opportunity for employment through a thorough and consistent hiring procedure. This process is an integral component of the University's Affirmative Action Plan. In keeping with the University's legal mandate, search committees work closely with the Chief Diversity Officer/Affirmative Action Officer to fill positions. After a search committee screens and interviews applicants, a recommendation is made to the hiring supervisor of finalists to consider for the position.

When is a Search Committee formed?

The formation of a search committee is an important part of the hiring process. As soon as a position has been approved for recruitment, a Search Committee may be formed.

Who selects a Search Committee?

Depending upon the position, a Search Committee may be formed by a Department Head, Dean, Vice-President, or the President. Some collective bargaining agreements provide for representation on a search committee. Search committee members are requested to voluntarily serve on search committees. The President reserves the right to have representation on all search committees and/or approve all such committees. The Chief Diversity Officer/Affirmative Action Officer serves as the President's designee for approving search committees.

What is the role of the Search Committee?

A primary role of a Search Committee is, of course, to identify candidates that can successfully perform the job responsibilities. A Search Committee is also the ambassador for University that provides information to candidates and helps recruit and sell candidates on why Western Connecticut State University should be their next employer.



What should the committee do if the committee has technical or unanticipated questions or concerns during the course of the Committee's work?

The Committee Chair should consult with the Chief Diversity Officer/Affirmative Action Officer and/or the Associate Vice-President for Human Resources who, along with their staffs, will be available to the Committee throughout the search process.

When should a search committee begin its work?

As soon as possible. Once a position is advertised, the Hiring Supervisor arranges the initial meeting in conjunction with the Chief Diversity Officer/Affirmative Action Officer. Search Committees that are promptly formed and begin their work generally have a better opportunity for success. Candidates that apply for positions at our University often are applicants for jobs at other employers. The sooner our Search Committee is prepared to consider candidates, the more competitive the University can be.

Who should attend the initial search committee meeting?

All committee members, the Hiring Supervisor, and the Chief Diversity Officer/Affirmative Action Officer. Others as necessary.

What is the purpose of the initial search committee meeting?

The hiring supervisor will provide an in-depth description of the position. Typically both a job description and the position announcement are provided to the Search Committee. The Chief Diversity Officer will provide an in-depth review of search committee responsibilities and the search process.

Also, the Committee Chair will be determined and an estimated time frame for completing the search committee's work will be established. The Search Committee will establish its screening criteria within the position guidelines. These selection criteria are to be established prior to the review of resumes. The Search Committee Chair is the committee liaison to the Chief Diversity Officer/Affirmative Action Officer and coordinates future Committee meetings.

Is the Chief Diversity Officer/Affirmative Action Officer a member of the committee?

No. The Chief Diversity Officer is an advisor to the Committee.

How does the Search Committee get the resumes of applicants?

Applications for non-teaching searches are to be submitted to Human Resources which is responsible for logging all resumes and providing copies to the Search Committee and Chief Diversity Officer/Affirmative Action Officer at the end of the application period. Applications for teaching faculty searches are submitted electronically to www.facultyvitae.edu This mailbox is monitored and maintained by the Chief Diversity Officer/Affirmative Action Officer who is responsible for making the applications available to the Search Committee.

Do the selection/screening criteria have to be approved?

Yes. After the Search Committee agrees on the selection criteria. The Committee Chair reviews the criteria with the Chief Diversity Officer for approval.

What happens after committee members have screened the resumes using the approved criteria?

The Search Committee convenes as a group to review and discuss the applicants using the criteria. At the completion of the review, the Committee recommends applicants to be invited to interview for the position. If they have not previously done so, the Committee also formulates interview questions at this time.

How many applicants should the Committee select for interviews?

There is no magic number. The size and quality of the applicant pool along with the number of positions to be filled should all be taken into consideration, but applicants should not be excluded from an interview because of a number.



Are the criteria rankings and interview questions reviewed?

Yes. The Committee Chair and the Chief Diversity Officer meet to discuss the Committee's recommendations and proposed interview questions. The Committee may begin interviewing after the review is completed and approved.

What happens after the Committee finishes interviewing?

The Committee recommends candidates for the position. Again, there is no magic number of candidates to recommend for the position. The Committee should not recommend any candidate that they do not believe could do the job well. The Committee Chair reviews the recommendations with the Chief Diversity Officer/Affirmative Action Officer. The candidates are to be recommended in unranked order. After reviewing the Committee's recommendations with the Chief Diversity Officer/Affirmative Action Officer, the Chair will notify the Hiring Supervisor of the Committee's recommendations. At this point, the Committee's work is completed.

Who conducts reference checks?

Reference checks are conducted by the Committee Chair or the Hiring Supervisor. Reference checks are different than the University's Pre-employment Background Investigation Process. Reference checks are inquiries to current and past supervisors, professional peers, and others with knowledge of the candidate's professional work experience. Reference checks are used to confirm and enhance knowledge about a candidate's professional experience. Background investigations verify educational degrees, prior work experience, the social security number, and any criminal record of the final candidate.

Does the Search Committee make the final hiring decision?

No. The Search Committee's role is to make recommendations of candidates for the position

What happens after the Hiring Supervisor is notified of the Committee's recommendations?

The Chief Diversity Officer/Affirmative Action Officer and the Hiring Supervisor may discuss the recommendations. The Hiring Supervisor conducts interviews with the recommended finalist(s) and makes a hiring decision in consultation with the Chief Diversity Officer/Affirmative Action Officer.

Will the Committee be notified of who was hired?

Yes. The Hiring Supervisor will inform the Committee.

