

## **Guidelines for the Composition and Conduct Of Dental Branch Search Committees\***

### **Guidelines based upon HOOP 4.03 Recruitment and *Recruiting a Diverse Workforce***

#### **Committee Formation**

1. Any search committee established for recruitment of faculty must reflect ethnic and gender diversity. For example, for a department in which white males predominate, a search committee would include one or more women and one or more ethnic minorities.
2. Search committee members need not all be faculty from the department involved, but may come from other departments within the school and schools within the UTHSC-H or from external institutions.
3. In forming a search committee, the chair may ask for volunteers from the department or may appoint those s/he feels are most qualified to perform the tasks of the committee.
4. The search committee should be chaired by a senior faculty member at the associate professor level or above.
5. The majority of the committee members should be at the associate professor or professor level, and 0.5 FTE or greater.
6. The search committee shall have no less than five and no more than nine members including the chair of the committee.
7. No department chair or vice-chair will serve on a search committee of that department, but they may serve either as a committee member or as the search committee chair for another department.
8. No division head will serve on a search committee of that division but may serve either as a committee member or as the search committee chair for another division.
9. A dean may serve as an ex officio member (non-voting) on a search committee for faculty recruitment and may serve as a voting member on DB search committees for a chair or dean recruitment.
10. Administrator (all deans, department heads, division heads, section chiefs,) from the HSC, but not the Dental Branch, may serve on search committees of the DB.
11. The Search Committee Roster for each search will be posted with the position advertisement outside the Office of Educational Research and Professional Development for review by interested faculty and will be submitted to the chair of the FAPT committee.

At the initiation of the search process, the Office of Educational Research and Professional Development will provide to the search committee chair and the department chair or dean for whom the search is being conducted:

- A copy of these Guidelines;
- A copy of *Recruiting a Diverse Workforce*

## Committee Operations and Duties

1. The chair or dean as appropriate convenes the search committee and delivers the charge.
2. The search committee chair is appointed or elected in accordance with these policies.
3. The search committee meets in consultation with the chair associate dean for Educational Research and Professional Development, and possibly the dean, as appropriate and agrees on the guidelines (conditions, ground rules, search strategies to recruit a diverse applicant pool, etc.) for their particular search.
4. The associate dean for Educational Research and Professional Development, who is also the Dental Branch *Hiring Authority*, reviews the guidelines and policies with the search committee that must be followed that are outlined in *Recruiting a Diverse Workforce* found at: <http://www.uth.tmc.edu/eo/RecruitmentGuide.pdf>
5. The search committee chair notifies each of the applicants of the receipt of their application and also asks each candidate to complete the Voluntary EEO form.
6. The search committee reviews the credentials of all applicants and selects appropriate candidates for interviews.
7. The search committee chair arranges the travel plans, interviews, seminars, and schedules for the candidates ensuring that each candidate is treated as the other candidates are. (The Dean's Office may arrange for funding.)
8. The search committee formulates questions that will be asked of all candidates during the interview process.
9. The search committee formulates recommendations through a formal report to the chair, who then submits the report to the dean.
10. The search committee chair completes the appropriate documentation and notifies all applicants of the outcome of the search process as expeditiously as possible.
11. The search committee must follow the guidelines from *Recruiting a Diverse Workforce* and be in compliance with the guidelines including the Affirmative Action/EEOC policies.  
<http://www.uth.tmc.edu/eo/RecruitmentGuide.pdf>

Approved as revised by the Dean on December 9, 1998

Updated on 10-1-02

Technical Updates to include Policy Requirements from Recruiting a Diverse Workforce 9-04