

Exhibit #5: Charge Checklist

The *appointing authority* should draft a written *charge* and present it at the first committee meeting (when possible). The *charge* should include:

- Clarify the title (s) for the position (e.g., official title, working/honorific title, advertised title, rank, etc.).
- Provide members with a position description (e.g., position profile, job description, position specification, etc.).
- Provide members with a copy of the advertisement or *position announcement*.
- Discuss the *appointing authority's* vision for the position. The vision should include scope, short-and long-term challenges and opportunities, and criteria that are important to the department and the institution.
- Discuss criteria for selection (e.g., essential, preferred, minimum, specialties, disciplines, etc.).
- Discuss the expected time frame for the search and anticipated start date for the new hire, emphasizing that the committee should formulate and distribute a projected timetable to appropriate constituencies (e.g., vice president/provost, dean/department head, HR or EEO/AA/diversity officer, stakeholder committees, etc.).
- Discuss institutional policy and goals on diversity and /or AA.
- Describe the scope of authority of the committee and chair. What decisions and tasks will be the responsibility of the committee (e.g., recruiting, screening, interviewing, travel arrangements, room reservations, references, recommendations, etc.)?
- Establish the *appointing authority's* involvement during the search process (e.g., authorize budget expenditures; approve interviewees in advance, etc.).
- Discuss the preferred number of finalist candidates to visit campus and a general idea of the conduct of the campus visit.
- Discuss final recommendations: How is it to be brought forward (e.g., strengths and weaknesses of candidates, single candidate, ranked candidates, narrative description of finalist, etc.)?
- Discuss any ex officio members and staff *assistant support* during the search.
- Discuss/clarify where and how the committee will receive administrative and logistical support (e.g., from gaining department, chair's department, HR, ex officio members, staff assistant, other, etc.).
- Identify and discuss how HR or the EEO/AA/diversity office will support and monitor the process.
- Discuss the financial resources available for the search, including travel, meals, refreshments, entertainment, advertising budgets, and search support.
- Discuss documentation or reports required of the search.
- Discuss any special requirements of the search.
- Emphasize the importance of committee work.
- Thank members for their services.