

FACULTY SEARCH COMMITTEE GUIDELINES ACKNOWLEDGEMENT FORM

This form is to be reviewed and signed by any person who will be part of a search committee. This must be signed prior to any review of applicants and must be completed for each search.

Committee Roles and Responsibilities:

- Protect the confidentiality of candidates and the decision-making process
- Participate fully and consistently
- Treat all candidates in a thoughtful and respectful manner
- Set aside biases and preconceptions in order to fully consider all who may be qualified to assume University roles
- Give fair consideration to all candidates
- Exhibit acceptable behavior in all interactions with the committee and candidates
- Evaluate candidates based on the advertised requirements

Candidate Interview Selection:

- All committee members will have their own unique access to applications submitted on www.murraystatejobs.com/hr. An email notification will be sent to each committee member approved for a search committee.
- (Optional) Phone or Skype interviews are used as a screening tool only to help narrow the number of recommended candidates for on-site interviews. Consideration will be given for Skype interviews in lieu of on-campus interviews, and requests, including a justification, should be submitted to HR prior to interviews being approved.
- The list of all core phone, Skype, and/or on-campus interview questions should be sent to HR for approval prior to interviews taking place.
- The process for the search will follow the steps outlined in the Hiring Process Quick Guide, located on the Employment tab of the Human Resources website.

Interviews:

- A minimum of two candidates must interview on-site (or Skype, if approved).
- Once interview dates are confirmed, the search committee chair will contact HR to schedule a final committee meeting.
- While candidates are on-site, please have them complete the Background Check Disclosure form. The background check will only be performed on the successful candidate(s).

CONFIDENTIALITY AGREEMENT:

By completing this form and signing, I agree that:

- I understand that the deliberation of the committee, candidates, candidate evaluations, and any other search forms are confidential and cannot be discussed outside of the committee proceedings. Please refer inquiries to Human Resources.
- I understand that each candidate must be given a fair and equal chance to compete for the position. The committee will use the requirements listed in the advertisement to evaluate the candidates' submitted material. Once the advertisement is posted, the requirements will be enforced when determining the inclusion or exclusion of candidates as potential interviewees.
- I agree to disclose any conflict of interest, or appearance therefore, to the chair of the search committee and to Human Resources, as needed.
- I have read and I understand the guidelines listed here.

Print Name _____ **Position Title of Search** _____

Signature _____ **Date** _____