

Library Search Committee – Getting Started

First meeting of search committee: The Affirmative Action Officer, Chair of Library EEO Committee and representative from HR should be invited to this meeting to discuss job search procedures, ways to attract a diverse pool, how to conduct an equitable search, and to answer questions.

Job description: Once drafted, this document is forwarded to the following individuals/committees for their approval: University Librarian, Executive Committee, Library Human Resources and Library EEO Committee. It is then forwarded to the following individuals for their signatures: University Librarian, AUL for Services, Library Affirmative Action Officer and Chair of Library EEO Committee. The job description along with the Pre-Search Approval Form is then forwarded to Campus Office of Equal Opportunity and Access for final approval.

Pre-Search Approval Form: This form must be completed by Library HR in consultation with the search committee chair.

PAPE Form (for AP positions only): Completed by Library HR and submitted to Academic Human Resources.

Applicant cover letters and vitas: These materials will be made available to search committee members on a secure website.

Reference requests: The search committee will meet after the closing date to determine who needs to be contacted for references. While it is not necessary to have print copies of reference letters before interviews take place, it is necessary that HR has copies by the time an offer is made.

Scheduling of interviews: The search committee chair will need to provide Library HR with the following details: names of candidates, list of interview dates, who the candidates should be scheduled to meet with, whether a formal presentation is required and estimated size of audience.

Search narrative: Once drafted, this document will be forwarded first to the Library EEO Committee for review and approval. Once approved, Library HR forwards the document to the AUL for Services and the University Librarian so that an offer may be made to the candidate.

Accepted appointment: Once the candidate has accepted the position, Library HR will notify the search committee chair. The search committee chair may then make an announcement on the LibNews listserv.