

**UIUC LIBRARY ACADEMIC SEARCH COMMITTEE PROCEDURAL
GUIDELINES: REVISED BY THE LIBRARY'S EXECUTIVE COMMITTEE,
MAY 2007**

1 Establishment of Search Committees

1.1 A search committee shall be appointed by the University Librarian, in consultation with the library's Executive Committee, to recruit candidates for all vacancies of permanent faculty and academic professional positions. A search committee is not required for visiting or temporary positions, but may be convened at the discretion of the University Librarian.

1.2 The search committee shall be provided with:

- 1.2.1 A description detailing job responsibilities and criteria for the position, prepared by the unit head, division coordinator, or other administrator as appropriate, which has been approved by the University Librarian in consultation with the Executive Committee.
- 1.2.2 Information on the search scope (local, regional, national, or international). Note: national searches are the norm.
- 1.2.3 UIUC Library Faculty Search Committee Procedural Guidelines.
- 1.2.4 Search Guidelines and Procedures for Academic Appointment (UIUC Office of Equal Opportunity and Access).

1.3 The University Librarian, with the advice of the Executive Committee, appoints and charges the committee. The committee shall consist of at least three members, with the majority of members being from the Library faculty. A Library staff member and/or an Academic Professional may be included, as appropriate. Typical composition of the committee includes:

- 1.3.1 Two or more faculty members from the UIUC Library (including the chair), with representation from the appropriate division. If appropriate, the chair should be a faculty member from the appropriate division. For assistant librarian positions, the committee chair is usually the head of the unit served.
- 1.3.2 One or more teaching faculty members from academic unit(s) served or other members of the University community, as appropriate.

1.4 The University Librarian informs the Head of Library Human Resources of the search committee membership so that announcements may be made. The Head of Library Human Resources arranges for a secure web site for search documents.

2 Drafting of the Position Vacancy Announcement

2.1 Working with the approved description (see 1.2.1), the search committee chair drafts the position vacancy announcement as required by UIUC Search Guidelines and Procedures (see specifically the Position Announcement Checklist). The chair should:

- 2.1.1 consult previous UIUC Library position vacancy announcements and current announcements for similar vacancies at peer institutions;

2.1.2 work with the Head of Library Human Resources to incorporate standard text.

2.2 The search committee chair meets with the University Librarian to discuss the final position vacancy announcement, the form of the final report, etc.

3 First Search Committee Meeting

3.1 The first committee meeting will be a face-to-face meeting at which the following individuals, in addition to the search committee members, may be present: Head of Library Human Resources, Library EEO Officer, Library AA Officer. The Library's EEO and AA officers will provide relevant campus guidelines and policies to the chair of the search committee before the first meeting.

3.2 Draft position announcement is reviewed and modified as necessary.

3.3 A search plan is developed outlining recruitment efforts that will create a large and diverse pool of candidates. Appropriate publications and other recruitment channels for advertising are identified.

4 Preparation and approval of the Pre-Search Approval Form

4.1 The chair of the search committee presents the revised position announcement to the University Librarian; they will reconcile any suggestions for revisions.

4.2 The Pre-Search Approval Form is prepared by the Head of Library Human Resources who obtains the required signatures and submits the form to the UIUC Office of Equal Opportunity and Access.

5 Receipt and review of applications.

5.1 Applications are directed to the Library Human Resources Office. Committee members will be notified by the Library Human Resources Office when applications are available for review.

5.2 The search committee chair develops a candidate evaluation criteria form to be used by the committee in reviewing candidates and to be submitted with the search narrative. Refer to the UIUC Office of Equal Opportunity and Access Search Guidelines and Procedures attachments for examples.

5.3 The committee reviews all applications and makes a decision on the qualifications.

5.3.1 If a candidate does not meet required qualifications as stated in the position vacancy announcement, the chair will request that the Library Human Resources Office immediately send the candidate a letter to that effect.

5.3.2 The committee chair asks the Library Human Resources Office to request letters of reference for those applicants whom the committee might wish to interview in person.

5.3.3 The committee review of applications shall be strictly confidential.

5.3.4 The Library Personnel Office will provide periodic search status reports via their web page.

6 Interview

6.1 After the application deadline has passed, the most highly qualified candidates will be invited for interviews.

6.2 The interview schedule should include meetings with appropriate individuals. For a faculty search this will typically include:

- 6.2.1 University Librarian
- 6.2.2 Head of Library Human Resources
- 6.2.3 Other library administrators, as appropriate
- 6.2.4 Division chair and members of the division
- 6.2.5 Unit faculty and staff
- 6.2.6 Representatives of the Promotion and Tenure Advisory Committee and Faculty Review Committee
- 6.2.7 Other library committees, as appropriate
- 6.2.8 Dean or library committee from academic unit(s) served, as mandated by the Statutes;
- 6.2.9 Search Committee.

6.3 Ideally, the interview schedule should start with a visit to the library unit involved. If possible, the candidate should meet with the search committee late in the schedule. Internal candidates may elect to absent themselves from interviews with the other candidates.

6.4 Prior to the first scheduled interview the search committee develops a list of general questions to be used for all interviewees. Prior to the first scheduled interview the search committee develops a list of general questions to be used for all interviewees. This procedure is intended to ensure that all candidates receive equal treatment at interview.

6.5 The search committee may request that the candidate make an open presentation and/or prepare a written statement.

7 Search Committee Recommendation

- 7.1 Within three working days after the last candidate has been interviewed, the search committee chair will solicit comments from any individual who has met with the candidates..
- 7.2 The committee meets to review interviewees and documentation and to determine which candidate(s) are qualified for the position. The committee formulates a recommendation which may include a ranked evaluation of the candidates.
- 7.3 The committee chair meets with the University Librarian and conveys the committee's recommendation.
- 7.4 The University Librarian may request that the committee reconvene to discuss its recommendation.
- 7.5 After considering the search committee's recommendation, the University Librarian makes the final selection or declares the search has failed.

8 Search Closure

- 8.1 Within ten working days, the chair writes the search narrative and justification.
- 8.2 The Library Human Resources Office completes the Summary Form for Academic Appointment and gathers any other documentation required for EEO review.
- 8.3 If an appointment with an offer of tenure is being considered, the Promotion and Tenure Advisory Committee shall review the candidate's credentials and make a recommendation regarding tenure and rank.

- 8.4 The Library EEO Committee reviews the search narrative and accompanying documentation.
- 8.5 Following formal approval by the Library EEO Committee, and any other approvals required by campus policy, an offer may be made by the University Librarian or designee. Salary and conditions of employment are determined by the University Librarian, in consultation with appropriate administrators.
- 8.6 If the initial offer is refused, the University Librarian, based on the search narrative, may make an alternate selection or may declare the search has failed.
- 8.7 The committee chair should be kept apprised of the progress of the negotiations and convey to the search committee the final outcome of offers. All unsuccessful candidates are then notified by the Library Human Resources Office.
- 8.8 If any unforeseen delay occurs in the search process, letters will be sent to all candidates informing them of the delay and the anticipated duration of the delay.

9 Post Acceptance

- 9.1 After acceptance of an offer, the Library Human Resources Office prepares and submits the appropriate appointment forms along with all required Affirmative Action Documentation to the UIUC Office of Academic Human Resources.
- 9.2 After the appointment forms have been submitted, the University Librarian, or appointee, prepares an appointment notice, including starting date, for distribution.
- 9.3 Copies of memos, letters, search narrative, and other documents relating to a search should be submitted to the Library Human Resources Office for retention according to the campus policy on "Destruction or transfer of University records."