

Search Committee Composition Guidelines

All searches shall be in conformance with the most recent Affirmative Action Plan of NCSA. In determining the appropriate nominees to a search committee the hiring supervisor must make every attempt for a diverse membership of search committee as well as take into consideration the time required to devote to a complete and thorough search. In all cases nominees must seek approval from their direct supervisor before agreeing to serve on a search committee.

Faculty Positions

Each committee shall consist of a minimum of three faculty members from within the school or division in which the appointment is to be made. Additional faculty members outside of the school or division may be appointed. Committee members and the Chair are appointed by the dean or AVC from those with appropriate qualifications and credentials to conduct the review.

EPA NT SAAO I: Provost, Vice Chancellors, and General Counsel

The Chair of the committee will be appointed by the Chancellor. The committee shall consist of no fewer than four members including Faculty, Administrators, Students, and Staff with appropriate qualifications, credentials and organizational awareness to conduct the review. The Chancellor and committee Chair shall consult with Faculty, SGA, and Staff councils to solicit nominations to the committee.

EPA NT SAAO I: Deans, Librarian

The Chair of the committee will be appointed by the Provost, in consultation with the Chancellor. The committee shall consist of no fewer than four members including Faculty, Administrators, Students, and Staff with appropriate qualifications, credentials and organizational awareness to conduct the review. The Provost shall consult with Faculty, Staff councils as well as the Student Government Association to solicit nominations to the committee.

EPA NT SAAO II, Instructional and Research

The Chair of the committee will be appointed by the Division Head, in consultation with the hiring supervisor of the position being recruited. The committee shall consist of no fewer than three members with appropriate qualifications, credentials and organizational awareness to conduct the review. The Division Head shall consult with Human Resources and appropriate councils given the scope of impact held by the position being recruited.

Note: Certain committees are subject to open meetings laws; however, a personal privacy exception would close many of the committee meetings upon a properly made motion. Direct all open meetings law questions to University Counsel.