SEARCH AND SCREENING

COMMITTEE INFORMATION

Office of Equal Opportunity and Diversity
University of North Florida
2017 - 2018
SEARCH AND SCREENING COMMITTEE
TRAINING OBJECTIVES

• Committee Composition & Role
  Chair – Members – Committee Liaison
• Operational Framework
  Open Meetings – Public Records
• Legal Implications – Additional Key Points
• Handouts & Online Resources
• Q & A
Committee Chairperson:

- Consults with Hiring Authority
- Directs/facilitates meetings; Assesses conflict of interest matters
- Authorizes travel arrangements for finalists
- Forwards Committee recommendation(s) to the Hiring Authority
- Ensures records are collected and forwarded to HR after the search.

Note: Committee chairpersons and hiring authorities may not serve on the same search committee.
Committee Liaison:

- Handles all communication with all stakeholders.
- Responsible for logistics/schedules/ notices/ meetings and activities.
- Writes/maintains meeting minutes.
- Notifies applicants and candidates of their status after an offer is accepted.
- Forwards pertinent records to the Chair for review/submittal to HR after the search.
Committee Members:

- Follow guidance based on UNF hiring procedures.
- Help establish timetable, interview & reference questions and reference check questions.
- Participate actively in all search phases: interview, voting, feedback, developing itineraries, receptions, and forums.
- Always evaluate interviewees/candidates based on the basic and departmental qualifications.
- Recommend finalists.
- Forward communications to all applicants at the conclusion of the search.
COMMITTEE COMPOSITION AND ROLES

Committee Chairperson
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- Recommend finalists.

Committee Chairperson
Committee Liaison
Committee Members
OPERATIONAL FRAMEWORK

Florida’s Sunshine Law Consists of Two Elements

• Open Meetings (Section 286.011, Florida Statutes)
• Public Records (Chapter 119.01, Florida Statutes)

Public Records

• All records, regardless of medium, regarding a search are public record. Minutes of the final committee meeting should reflect the rationale for any and all recommendations made.

UNF Office of the General Counsel FAQ
• The only exemption to search committee activities is personal notes.
• All documents related to the search, including e-mail communication, must be provided to HR when the search is completed.
Open Meetings

- Two or more Committee Members communicating about the search
- In-person, by phone, by e-mail or otherwise
- Outside discussions strictly prohibited
- Meeting Notice requirements, accessible location, taking of minutes and recording of votes are required.
  -- Reasonable notice, usually no less than 48 hours before a meeting
  -- Recommended – 7 days
- Meetings open to the public and may be recorded (audio/video)

Voting

- Members present must vote unless they have a conflict of interest.
- Absent committee members may attend and vote by telephone or Skype.
- There is no requirement to reflect in the minutes how each committee member voted.
- Votes may not be taken by proxy or e-mail and secret ballots are not permitted.
Lunch/Dinner & Social Events

• Include these events in an itinerary or meeting notice where more than one Committee member is present.
• A Committee member can accompany a candidate to lunch or dinner, even if other non-committee members are present. This is acceptable. If there is only one committee member present, there is no committee meeting.

Transportation

• No more than one committee member should perform the function of meeting or picking up interviewees/candidates.
• Non-committee members may do so at any time.
Helpful Best Practices

• It is recommended that a staff member who is not a member of the search committee coordinate meetings to avoid potential sunshine violations. This staff member is referred to as the Committee Liaison.

• Announce and post meeting notices, minutes, and agendas on appropriate areas of the UNF website available to the public.

• It is recommended that the Department Chair not serve as Search Committee Chair to ensure objectivity during the search and a robust dialogue during the process.
LEGAL IMPLICATIONS

Dignity, Fairness, Job-Related

Consistent, Fair & Job-Related
Eliminating Barriers in Recruitment and Hiring

- Focus on discriminatory class-based recruitment and hiring practices
- Exclusionary policies and practices
- Restrictive application processes
- Steering particular groups into specific job types
- Job segregation
- Screening tools, e.g., pre-employment tests,
- Background checks, Date of Birth inquiries, and
- Medical questionnaires

EEOC Workshop, August 2017, Orlando, Florida
Psychologists at Harvard, the University of Virginia and the University of Washington created "Project Implicit” to develop Hidden Bias Tests — called Implicit Association Tests (IATs) — to measure unconscious bias.

The Study aimed to measure preferences for certain social groups over others based on race, gender, age, ethnicity, color, overweight, religion, disability and sexual orientation.

https://implicit.harvard.edu/implicit/takeatest.html
Part of the Commission on Diversity and Inclusion’s (CODI) mission includes recruitment, retention and/or admission of faculty, staff and students of color as outlined in the university’s strategic plan.

- Objective One: Enhance the diversity of under-represented and minority faculty.
- Objective Two: Hire faculty whose heads, hands and hearts are committed to diversity and inclusion.

Members of CODI are interested in meeting with prospective candidates.
Additional Resource

Diversity Recruitment Resource Guide

• A comprehensive compilation of career- and diversity-oriented publications, job boards and websites.

• Designed to provide hiring officials and search committees with an inclusive tool for identifying resources that can assist them with targeted recruitment efforts.

Resources for Targeting and Expanding the Applicant Pool

McKnight Doctoral Fellowship Program
Southern Regional Education Board (SREB)
Committee on Institutional Cooperation (CIC) Doctoral Directory
Rice University NSF ADVANCE Program’s Directory
Ford Fellows Directory
Alfred P. Sloan Post-Doctoral Fellows
INSIGHT into Diversity Magazine
Inside Higher Ed
Additional Key Points

- At the conclusion of the entire interview process, recommend a list of *unranked* finalists for the position to the appropriate administrator or authorized hiring official.

- Minutes of the final committee meeting should reflect the rationale for any and all recommendations made. A search committee is an advisory group with no final decision-making authority.

- The search committee should notify the finalist and all applicants who were interviewed that another candidate was selected.

- Before the selected candidate begins work, the department must ensure a background check is complete, official transcripts, signed offer letter and 3 letters of recommendation have been sent to HR, and candidate has processed for Payroll.
HANDOUTS & ONLINE RESOURCES

- Information About EOD
- Research on Bias & Assumptions
- Directory of Help – Title IX & Responsible Employee Protocol

- Search and Screening Checklist
  - Interviewing Guidelines
    - OASYS Tutorial

- Pre-Employment Background Checks
  - Faculty Offer Letter
  - Other Offer Letter Samples

- Need a Refresher on Search and Screen guidelines?
  - Non-Discrimination Equal Opportunity and Diversity Statement
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