

PATH *to* DISTINCTION

SEARCH COMMITTEE FINALIST DISCUSSION OUTLINE

This tool is intended to guide search committees in their discussion of candidates after on-campus interviews take place, when determining their final evaluation and rankings of the candidates.

Prior to the search committee meeting

1. Collect feedback from all who participated in the candidate interviews. (Interview Evaluation Tool template available)
2. Search chair should compile aggregate feedback and provide data to search committee members.

Search Committee discussion

1. Review established evaluation criteria, as determined at the outset of the search.
2. Discuss each individual candidate.
 - a. Candidate strengths
 - i. as reported in the evaluation feedback
 - ii. as observed/evaluated by the committee members
 - iii. Identify specific reasons why this candidate should be hired.
 - b. Candidate weaknesses
 - i. As reported in the evaluation feedback
 - ii. As observed/evaluated by the committee members
 - iii. Identify specific reasons why this candidate should not be hired.
3. Rank candidates.
 - a. By secret ballot each committee member will rank order the candidates, indicating if any are unacceptable.
 - b. Chair will report the outcome.
 - c. Discussion
 - i. Comments in favor of, and then against, the ranking of the most highly ranked candidate
 - ii. Comments in favor of, and then against, the ranking of the second most highly ranked, and so on
 - d. The committee may decide to take another secret ballot to rank order the candidates to see if the relative rankings shift after the discussion.
 - e. Determine by final secret ballot the final ranking of candidates to be recommended to the department faculty/DEO.