

Search Committee Guide for Faculty Positions at WKU

Overview

Wenzhou-Kean University (WKU) is committed to recruiting a premier workforce and promoting diversity and multiculturalism among its faculty. All faculty positions at WKU must be filled using a search committee to optimize the effectiveness of the search process.

Forming a Search Committee

Search Committees are responsible for screening, interviewing and recommending qualified candidates for open positions. In general, search committees are a representative group of the WKU community. The committee should be diverse and familiar with the objectives of recruitment. Committee members should provide a variety of perspectives on the role and functions of the position. In general, Committees are most effective if they include three or five members (an odd number simplifies voting procedures).

Role of the Search Committee

The Search Committee **Chairperson** has overall responsibility for managing a proactive, timely, fair and equitable search process in compliance with applicable laws and policies:

- Schedules and leads all meetings
- Serves as the liaison between the Committee and administrators
- Ensures proper documentation of all meetings/interviews
- Screens applicants using the advertised requirements and identifies potential candidates for interviews
- Corresponds with applicants for interview scheduling
- Participates fully in the interview and selection process
- Sends acknowledgment and rejection letters to applicants
- Completes required paperwork
- Maintains all records associated with the search process
- Maintains confidentiality in all deliberations and processes followed by the Committee

Search Committee **Members** ensure the best possible talent is selected for the University and support the Chairperson throughout the search process:

- Screens applicants using the advertised requirements and identifies potential candidates for interviews
- Participates fully in the interview and selection process
- Maintains confidentiality in all deliberations and processes followed by the Committee

Important Information

Please be advised that the Search Committee is not permitted to negotiate salary or terms and conditions of employment. Potential candidates may be provided with the starting salary of the range and informed that final salary determination is made by the administration. Please consult with the Office of Human Resources for salary information if needed.

Search Committee Steps

This list serves as a guide to assist in the recruitment and selection of faculty positions at WKU. Search Committees can work with the Offices of Human Resources for additional guidance if needed.

Step 1: Creating the Committee and Selecting a Chairperson

Step 2: First Committee Meeting/Organizing the Search

Step 3: Applicant Review Period (Performed by Each Committee Member)

Step 4: Search Committee Meeting to Evaluate/Select Applicants for Interviews

Step 5: Scheduling Interviews

Step 6: Interviews/Selecting a Final Candidate

Step 7: Making a Hiring Recommendation

Step 8: Job Offer

Step 9: Closing the Search