

HSS joint appointment search procedures
22 May 2007

Search committees for joint appointments will be composed of, ideally, five members, with members drawn from the relevant programs/departments. Program directors/coordinators and department chairs should work together to construct a committee that represents how the appointment workload will be carried.

The search committee will follow university and HSS guidelines in conducting searches.

The search committee will rank and indicate the acceptability of all candidates brought to campus (that is, if one of three candidates is considered unacceptable for hire, this decision will be indicated, while the other two candidates will be ranked).

Example: Candidate A 2
 Candidate B 1
 Candidate C not acceptable

In this case, Candidate B is the top ranked candidate, and the committee does not consider Candidate C to be an acceptable hire.

The search committee's recommendation will be brought to and discussed with a single meeting of all voting faculty from the represented program/departments. The joint meeting is designed to bring all interested faculty into collective understanding on why the particular candidates were chosen and to respond to any questions about the search, program/department needs, or candidates.

After discussion, each program/department will vote separately *according to its own search guidelines*, indicating whether they accept or reject the search committee's recommendations.* If the program/departments do not both agree with the search committee recommendations, the search committee will reconvene *with the relevant program directors/coordinators and/or department chairs* to reconsider candidates and to attempt to reach a consensus on candidate acceptability and ranking that will be acceptable to both departments/programs.

The search committee and program directors/coordinators and/or chairs will return to a joint meeting to present new recommendations or to re-affirm the previous recommendation.

The program/departments will vote in the same manner used previously. If the two groups remain unable to come to consensus, the committee may consider returning to consideration of applicants in the original pool or restarting the search with a new pool.

* Faculty in the home unit who are also involved in the secondary unit will only vote in the home unit.