

# Best Practices for Setting up a Search Committee

A search committee should be broadly representative of the institution, and its members should be able to provide a variety of perspectives on the role and function of the position in question. Ideally, the committee will reflect diversity in gender, race, and age. The level of the position to be filled is a good indicator of the number of people who should serve on the committee. Seven is typical for most faculty, director or department head positions. Nine appears to be the norm for academic heads, deans, and vice presidents. No more than 11 members are recommended. Questions regarding the hiring process should be directed to your Human Resources Strategic Partner.

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- When creating a search committee, individuals that will interact most frequently with the position are important to consider (including community members, students, staff and faculty).
  - Often the Hiring Manager is not the head of the search committee. Someone else is asked to fill the role to ensure that biases do not get in the way of the recruiting process and that committee members are not overly invested in the candidates.
  - Diversity should be a priority when creating a committee. Members should differ in gender, age, race, and background.
  - Committee chairs should hold a position at the same level or higher as the vacant position.
  - The size of a search committee should be an odd number to avoid ties during the voting process.
  - Have an ex-officio member from the IEDI office to help answer questions in regards to policy, EEO standards, and best practices on the committee.
  - Think about who will do the administrative work for the committee. Will it be a member of the committee, or an administrative staff person from your department? This individual should handle things like contacting candidates to schedule interviews, typing up itineraries and sharing it with the committee.
  - The hiring manager should give the search committee a charge before they begin their work. This should give the committee details on the position, what is expected of the individual in the position, and what the hiring manager would like the search committee to present to them. For example, a hiring manager may ask the committee to find three unranked candidates for a position.
  - All Missouri S&T search committee members MUST attend a Diversity & Inclusion for Hiring training on a bi-annual basis. This training will cover some basics about recruiting and discuss biases– what they are, how they can affect the recruiting process, and how to overcome those that might unfairly impact decisions.
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For more information on search committee procedures, visit:  
[University of Missouri Search Committee Toolkit](#)  
or call your Human Resources Strategic Partner at 573-341-4241.