



The Academic Job Search from the Perspective of the Search Committee

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Outline

- **Faculty service on committees**
 - Selection for the search committee
 - The search committee chair
- **The process**
 - Prepare
 - **Outreach and Recruit** – Diversity Liason, Position Description, Ad Copy
 - **Evaluate and Interview** – Ranking Sheets, Candidate Comparison Form
 - **Deep Dive and Hire**
 - **Wrap up and On-boarding**
- **Conclusions**

Faculty Service on Committees

- **Tenure track faculty members are expected to spend up to 20% of their time providing service to the University, College, Department/School, or Profession.**
- **The Director (Dept. Chair) assigns each faculty member to the committees. Sr. faculty members are appointed to be chairs.**
 - **Committees include: Graduate Studies, Undergraduate Studies, Lab and Safety, Curriculum Assessment, Awards, etc.**
 - **Ad-hoc committees such as faculty searches are also assigned as part of this duty**

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Search Committee Chair

- **Along with the appointing authority (usually the Dean/Assoc. Dean) and the Dept. Chair, the search committee chair has the task of directing the committee to find qualified applicants to bring to campus for an interview. If this is done, the search committee has succeeded.**

The Process

- Refer to the Faculty recruitment checklist (pdf) (<https://hrs.wsu.edu/utills/File.aspx?fileid=6224>)
- Academic Keys, etc for Ad Copy
- See also the Ranking Method Sheet (doc) and Candidate Comparison Form (xls)
- The current MME search has over 400 applicants being reviewed by a single committee. This number is not too atypical.

More Process

- The process is very specific and often legalistic.
- The search committee is looking for some specific attributes and if they don't see them on a quick skim of your CV and cover letter, they may grade you down and move on to the next one.
- The candidates that are given a phone interview are those that rated highest in search committee evaluations/voting.
- A poor phone interview (wrong research emphasis, poor oral communication skills, etc) results in the candidate not being invited for an on-site interview.
- The search committee chair presents their recommendations to the Director and faculty and the candidates can again be discussed by the entire faculty before a decision is made on who to bring in for an interview.

The Decision

- All faculty members vote on whether each candidate that is brought to campus is acceptable or not. (Including search committee members.)
- The hiring decision is that of the Director/Dept. Chair (with approval from the appointing authority) and is not necessarily the candidate preferred by the faculty or search committee.
- Again, if high quality candidates are brought to campus, the search committee is successful.