



HEALTH SCIENCE CENTER

HR Procedure 33.99.01.Z1.02, Procedure for Staff Searches That Use Committees

1. Search Committees are formed at the Health Science Center to recruit qualified applicants on a national level. These committees have a budget, an appointed chairperson and a special charge to find an individual who best fits the unique needs of a high level position of HSC-wide significance with major decision-making responsibilities. Search Committees are also often used to find individuals to fill highly specialized positions.
2. Committee membership should be appropriately diverse. Bringing a wide spectrum of backgrounds to such committees can serve to better identify the most qualified person for the position. Some things to consider when appointing a committee might include:
 - 2.1 The committee's diversity should be reflected in both race and gender.
 - 2.2 The committee should be broadly representative of the faculty/staff/students who will work with this position to accomplish the associated tasks.
 - 2.3 Committee members should be knowledgeable of position duties, represent different experience levels, and be seen as stakeholders in the decision.
 - 2.4 Committee members should exhibit good judgment, have high personal integrity, an independence of view and devotion to institutional goals. The ability to maintain confidentiality is an important consideration.
 - 2.5 Most committees have four to six members. A larger committee (7-9 members) is sometimes used for positions of sweeping responsibilities.
 - 2.6 The person appointed 'chair' should have experience with search committee procedures. Duties will include working collaboratively to establish a posting on Texas A&M University's Jobsite (for staff positions) and/or with the Office of the Vice President for Academic Affairs (for faculty positions); monitoring committee meetings and interviews; making budgetary decisions; and reporting proceedings to administration as necessary.
 - 2.7 Office support should be provided for the committee. The appointed administrative support person can give assistance in submitting the posting online, scheduling meetings and interviews, corresponding with applicants as needed, and maintaining all legal records.
 - 2.8 Detailed communication should be provided to the search committee including:
 - the Position Description;
 - outline of committee tasks and related time of completion;
 - scale of the search;
 - evaluation tools;
 - defined scope of the committee
 - 2.9 Committee members should be made aware of the legal and regulatory requirements that surround their work. Copies of this procedure, the HSC Hiring Guide and other relevant federal, state, and System employment guidelines should be made available to each committee member.
3. The following procedure for screening and ranking applicants will be used to ensure the process is as fair and objective as possible. Any questions concerning these procedures should be directed to HSC

Payroll and HR Services. All necessary forms can be downloaded from the HSC website (<http://www.tamhsc.edu/departments/administration/finance/Formsall2.php>).

- 3.1 The administrative support person assigned to assist the Search Committee will schedule an initial meeting of Search Committee members to discuss procedures and to assign factors and weights to the [Applicant Ranking Forms](#).
- 3.2 The administrative support person will randomly assign each search committee member a letter (e.g., A to F) that will be used to track the score given to each applicant.
- 3.3 The administrative support person receives the applications and assigns each applicant a number.
- 3.4 The administrative support person makes a copy of each application, writes on the top of each application the applicant's number, blacks out all references to the applicant's name, and forwards each application to HSC Payroll and HR Services, or, alternatively, to the search committee member who has been designated as the Prescriber.
- 3.5 HSC Payroll and HR Services or the Prescriber uses the [Prescreen Form](#) to review each application for minimum qualifications according to criteria specified in the vacancy announcement. Applications of those who do not meet the minimum qualifications are returned to the administrative support person.
- 3.6 The administrative support person prepares and sends a letter notifying the applicants who did not meet minimum qualifications that they are no longer being considered.
- 3.7 HSC Payroll and HR Services or the Prescriber retains all qualified, prescreened applications until the job posting closing date and then provides each search committee member with a copy of the applications and Applicant Ranking Forms.
- 3.8 Each search committee member reviews each application, assigns a score from 0 to 5 (with 5 being the highest ranking for each category), multiplies each score by the weight indicated, totals the scores and divides by 100 to get a final score for each applicant. Members send completed ranking sheets to the administrative support person.
- 3.9 The administrative support person calculates the average score for each applicant, determines relative ranking, and forwards the results to each search committee member.
- 3.10 The search committee reviews the rankings and determines which candidates to invite for interviews and what interview questions to ask. The interview questions are then listed on the [Interview Rating Sheets](#).
- 3.11 The administrative support person sets up the interviews and informs search committee members of the dates/places/times for the interviews.
- 3.12 During the interviews, each search committee member completes an Interview Rating Sheet for each applicant. When the interviews are completed, the rating sheets are sent to the administrative support person.
- 3.13 The administrative support person tallies the scores on the rating sheets and forwards the results to the search committee members.
- 3.14 The search committee reconvenes to consider the results of the interviews and the previous application rankings. If an applicant has the highest interview ranking but not the highest application ranking, the committee discusses the relative weight to place on each and then decides which candidate(s) to recommend for the position.
- 3.15 The search committee provides written recommendation(s), including justification for the selection(s), to the hiring authority.