X. LIBRARY SEARCH COMMITTEE GUIDELINES AND PROCEDURES
(Revised and adopted by Library Faculty April 25, 2008)

10.A. Composition of Committee: The Departmental Personnel Committee (DPC) will appoint a search committee to review candidates for vacant positions. The Committee shall be constituted as follows:

10.A.1. The membership of the Committee shall consist of a minimum of five (5) voting members.

10.A.2. The Chair of the search committee shall be elected from the voting Library faculty members of the Committee and shall serve as a voting member of the Committee.

10.A.3. All faculty and staff members of the Committee must hold permanent, full-time positions.

10.A.4. The University Librarian shall serve as an ex-officio, non-voting member of the search committee.

10.A.5. At least one member of the search committee shall be a tenured member of the Departmental Personnel Committee at the time of the formation of the search committee and serve as the EOA and a voting member of the search committee.

10.A.6. Where the position to be filled is on a team that includes other faculty positions, at least one committee seat shall be filled by a faculty member holding one of those positions.

10.A.7. When appropriate, as determined by the Departmental Personnel Committee, one committee seat may be filled by a staff member.

10.A.8. When appropriate, as determined by the Departmental Personnel Committee, one committee seat may be filled by a non-library faculty member. Such might be the case in a search for a Music Librarian or a search for a bibliographer with a specific subject specialty. This faculty member would serve as a voting member of the Committee.
When appropriate, as determined by the Departmental Personnel Committee, one committee seat may be filled by a student. The student will serve as a non-voting member of the committee.

The search committee shall elect a faculty member of the committee to serve as the recorder for the duration of the search. The minutes of the committee shall follow the guidelines used for the minutes of departmental personnel committees.

10.A.11.
Each member of the search committee shall be subject to the same confidentiality obligations that apply to the Departmental Personnel Committee.

10.B.
Equal Opportunity Associate (EOA)

10.B.1.
The search committee is mindful of the University's EEO guidelines as it selects and interviews applicants.

10.B.2.
The EOA shall perform the same functions with respect to search committees as are performed with respect to the Departmental Personnel Committee. [See Sec. IV.]

10.B.3.
The EOA reviews and signs all Faculty Job Description forms before they are submitted to the appropriate administrator in Academic Affairs.

10.C.
Appointment of New Faculty Members

10.C.1.
Advertising

10.C.1.a.
The search committee reviews job descriptions for new or replacement positions.

10.C.1.b.
The search committee writes the advertisement in accordance with University policy and EEO regulations. It will contain the deadline for receiving applications and supportive materials.

10.C.1.c.
The position is advertised in the Appalachian Scene, in journals such as C&RL News and the Chronicle of Higher Education, and in sources attracting minority librarians. Listservs and specialized journals are also used, as appropriate.

10.C.2.
Selection of Interviewees

10.C.2.a.
The search committee reviews all complete applications.

10.C.2.b.
The search committee selects the candidates whose applications it wishes to pursue, either through majority vote or through preferential ranking.

10.C.2.c.
The search committee then gathers and reviews references and selects the candidates to be interviewed.

10.C.2.d.
If two or more qualified applicants are available, at least two should be considered and interviewed. NOTE: The Equal Opportunity Office advises that the search be reopened if the top-ranked applicants are not acceptable.

10.C.2.e.
The search committee advises the University Librarian on the interview schedule and helps coordinate interviews.

10.C.2.f.
The search committee prepares a set of questions to ask of all interviewees. Additional questions are added as needed during the interview.

10.C.2.g.
The search committee devises a presentation topic on which all interviewees will speak.

10.C.3.
Making the Offer
10.C.3.a.
After the interviews, the search committee either recommends the names of at least two applicants to the University Librarian, or recommends that the search be reopened. The committee may or may not submit nominations in rank order of preference.

10.C.3.b.
The University Librarian will apprise the DPC of Search Committee recommendations and will provide the candidates' cover letters and resumes to assist the DPC in making recommendations of rank.