SS Chair Pre-Planning Tips

As the Chair of a Search and Screen Committee, some of the things you should be prepared to discuss with the committee include:

- Will your posting have a firm closing date or will it be a continuous recruitment with a first review date?
- What documents will you require each applicant to include in order for their application to be considered complete? (ie. cover letter, curriculum vitae or resume, teaching philosophy, statement of research, unofficial transcripts, references, other documents)
- How do you want to collect references?
- Where will you advertise?

While you are not expected to have completed these documents, having a draft available for discussion is recommended:

- SS Procedures
- Position Description
- Selection Criteria
- Advertising Text

The templates for these documents are located at:
http://www.uwlax.edu/Human-Resources/Recruitment/

The information you will need to obtain from the Dean/Director of the searching college/department in the pre-planning stages include advertising budget, target salary and funding source.

Remember to submit your search and screen meetings to the hrservices@uwlax.edu email address at least 24 hours in advance of the meeting date.

Please refer to these helpful SS Meeting Minutes Guidelines:
http://www.uwlax.edu/Human-Resources/Recruitment/