Forming a Search Committee
Upon completion of this mini module, you will be able to:

- Know the purpose of search committees
- Understand UA’s position and commitment to diversity
- Identify examples of poor committee practices
- Determine an appropriate number to create a committee
- Identify characteristics of an “inclusive” search committee
Committee members function as an advisory body empowered to assess potential employees and make recommendations that directly and indirectly shape the culture and direction of the institution.

Establishing a diverse and credible search committee is essential for a successful search process.

Careful consideration should be given when selecting members to participate on searches.
The following are examples of how search committee practices can inhibit diversity at The University of Akron.

- Selecting the same individuals over and over again rather than ensuring that the search committee is not only diverse in gender, culture, and ethnic background but also representative of various institutional cultures and perspectives.

- Forming committees with individuals who are experts in their field and well respected, yet who have limited intercultural communication competence.
Factors to consider...

When selecting members for a committee, you will want to consider:

- How familiar is the member with the position?
- Will the committee member have time to commit to the process?
- What size should your committee be?
- Is your committee representative of the UA community?
- Do your committee members reflect diversity?
Determining Committee Size

The size of a committee should usually depend upon the position level to be filled. For example, a high-level director position will typically have more committee members than an entry-level clerical position which may have as few as two members.

Using an odd number to form the committee will simplify voting procedures.

**Note!**
Search committee composition for bargaining faculty searches is to be determined according to collective bargaining guidelines. [Click here to view the guidelines.](#)
In the President’s Policy Statement on Equal Employment Opportunity and Affirmative Action, he emphasizes and endorses that the University's goal is to attain a workforce reflecting the diversity of the community in which we live.

At The University of Akron, diversity represents much more than skin color, gender, or ethnic background. It represents all things that make the institution unique -- color, gender, ethnic group, values, education, knowledge, goals and ambitions, varied lifestyles, personality styles, thinking styles, information processing styles, ability levels, assertiveness levels, energy levels, life experiences, and more. All of which affect our perceptions of things and people, as well as how we interact and communicate with others. Diversity reflects inclusive excellence.
Searches with multiple committee members should reflect inclusive excellence by including minorities, females, members from other academic/administrative areas, varied age groups, peers and/or subordinates of position to be filled, students, individuals with varied years of experience, and individuals from UA’s community.
NEED MORE INFORMATION?

CONTACT THE EEO/AA OFFICE
E-mail: eeocompliance@uakron.edu
Phone: 330.972.7300
Fax: 330.972.5816
ASB Room 138