



## Leadership Roles in the Search Process

**Provost:** Approves positions requested by Deans (including rank, salary, etc)



**Dean:** Requests positions from Provost, Approves PAM, Requests amendments to previously approved positions, On-campus interviews, Offers



### Hiring Officer

- Usually department chair or program director
- Responsible for setting up search process and negotiating with candidates
- Selects committee chair and, in consultation with committee chair, forms search committee
- Charges search committee
- Seeks approval for on-campus interviews and offers from Dean
- Negotiates with finalist

### Search Coordinator

- Supports Committee and Hiring Officer with process and logistics
- Should not be primary author of hiring memos



### Search Committee Chair

- Works with hiring officer, search coordinator (usually department administrator) and committee to develop PAM
- Main point of contact for applicants (search coordinator may help with this)
- Oversees the work of the committee
- Frequently in charge of scheduling and overseeing on-campus interviews
- Works with hiring officer and search coordinator on hiring justification memo