

**Office of Diversity and Compliance
ROLES OF THE SEARCH COMMITTEE**

All Committee Members must attend the charge meeting which includes the importance of diversity, inclusivity, and the current status of full-time employees who are women, from federally protected groups, and Italian American at CSI.

| SEARCH CHAIRPERSON ROLE | ODC REPRESENTATIVE ROLE | COMMITTEE MEMBER ROLE |
|---|---|---|
| Schedules recruitment search charge meeting for the entire search committee, Human Resources and the Office of Diversity and Compliance (ODC) to charge the committee. Continues to schedule all committee meetings. Also selects committee member to record minutes of each meeting. | Works closely with search chairperson to ensure that the search process complies with all CUNY recruitment policies and procedures. | Attends all meetings and maintains appropriate confidentiality about search committee proceedings. |
| Receives all applications, resumes and cover letters from Human Resources or designated recruiter via flash drive and distributes applicants' information to committee members for review. (Maintains all search documentation and applicant files for at least three (3) years). | Acts as the search committee's liaison to the ODC to address any diversity or compliance issues that may arise during the course of the search and selection process. | Works with the chair to determine specific criteria for the position in accordance with the CUNYfirst job posting. |
| Indicates appropriate disposition codes on the Applicant Flow Log and submits it to the ODC for approval prior to contacting and interviewing candidates. | Ensures that unlawful or inappropriate questions are not asked during interviews. | Reviews applications to determine if the applicants meet the advertised qualifications. |
| With full committee's assistance, arranges conference calls and schedules interviews, including travel and/or accommodations. Creates and submits Interview Log to designated recruiter. | | Suggests appropriate disposition codes on the Applicant Flow Log which is submitted by the search chair to the ODC for approval prior to interviewing candidates. |
| Monitors all activities of search committee; collects evaluations of all candidates. | | Assists chair with arranging travel accommodations and interviewing schedules for candidates. |
| Advises appointing officer of the persons being recommended for the position by search committee. | | Participates in initial and second interviews including conference calls with candidates. |
| Completes Interview/Final Candidate Log and the Search Documentation Data Form to be approved/certified by the ODC. | | Participates in observing candidates' demonstration classes or seminars and completes evaluation forms. |

Note: Initial screening and final screening may be done by a subcommittee, but all Committee members must have interviewed the finalist at some point during the process.