Tip Sheet
for
Approved Substantive Changes to the
University Search and Selection Guidelines

Effective February 1, 2014

This document is an unofficial tip sheet highlighting the Approved Substantive Changes to the University Search and Selection Guidelines approved by President Loh (http://www.president.umd.edu/EqCo/docs/substantive.html). Please refer to the complete document for a full explanation of the changes. These changes go into effect on February 1, 2014.

Note that the 2007 Procedures and Guidelines for Conducting Searches at the University of Maryland remain in effect, except where superseded by the approved substantive changes. A revised set of Guidelines that incorporates the substantive changes and provides updates on the entire search and selection process (thus, creating one reference document) will be completed and disseminated in the spring.

Please refer to your Equity Administrator for questions about these changes and/or the search and selection process.

1. Diversity of Search Committees and Applicant Pools

   a. The University strives for a diverse set of employees in order to develop a high-performing, engaged community. Hiring Officials, Search Committees, and Equity Administrators all have an active role in striving for inclusive and diverse searches. This point should be emphasized in the charge meeting when the Search Committee commences.

   b. Diversity should be considered in all stages of the search process. Searches should demonstrate due diligence and equitable treatment.

   c. Search Committees are expected to be diverse, particularly with respect to race/ethnicity and gender. Hiring Officials may also consider other forms of diversity to enhance the Committee.

   d. Search Committees are expected to forward to the Hiring Official a finalist list that is diverse with respect to race/ethnicity and gender.

2. Filling Positions in Pay Bands 1 and 2

   a. Search Committees are no longer required for filling positions in Pay Bands 1 and 2. Hiring Officials who hire without a Search Committee are expected to attend Search and Selection training. The Hiring Official (or designee) replaces the Search Committee.

   b. The Hiring Official submits a Search and Selection plan to the Equity Administrator, including advertising efforts and selection criteria.

   c. In eTerp, the Hiring Official (or designee) should be set up as the Search Chair and the Hiring Official. The Hiring Official replaces the Search Committee and will have access to all applicant records. A summary of the search will need to be documented and uploaded in the system in place of minutes.

   d. Prior to the interviews, the Equity Administrator reviews a list of proposed interviewees in order to assure an equitable process and diverse pool. If the proposed interview pool is not sufficiently diverse with respect to race/ethnicity and gender, the Hiring Official must document due diligence in recruiting and advancing diverse candidates.

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3. Interactions between the Hiring Official and Search Committee during the Search and Selection Process

   a. It is permissible for the Hiring Official to have an active role in generating interest among applicants as well as marketing the position and the University. Hiring Officials, however, may not serve as a member of the Search Committee.
   b. Hiring Officials can view applicant information and statuses in the system, but they may not make changes to applicant information.
   c. Fairness and equity must always be maintained, and the Hiring Official may not create undue influence on the Search Committee.
   d. How individual Search Committee members vote on candidates must be kept confidential.
   e. When interaction is desired between the Hiring Official and the Search Committee or between the Hiring Official and active candidates during the recruitment and screening phase, the Hiring Official should consult with the Equity Administrator as early in the process as possible. The following should be documented: 1) rationale for the access; 2) procedures(s) to be utilized; and, 3) description of how equity and fairness will be upheld.

4. Searching the Internet and Social Media

   a. The internet and social media may be used to recruit and vet applicants for employment.
   b. Information pertaining to personal characteristics or traits that are not job-related, such as race, religious affiliation, and personal appearance, should not be considered in the hiring process.
   c. The use of the internet and/or social media should be consistently and fairly applied to all candidates at the same stage.
   d. The use of the internet and/or social media should not be the only means of vetting applicants.
   e. Search Committees should not use information found through internet searches and/or social media unless the information is verified and related to the essential functions of the specific job.

5. Use of Search Firms

   a. During the contracting/procurement process, search firms will be given a link to the UMD Search and Selection Guidelines.
   b. Search firms assist (not replace) Search Committees and may be used to recruit, screen, and interview applicants.
   c. When using a search firm, a representative of the firm must be present for the charge meeting.
   d. All applicant materials must be provided to the Search Committee. The Search Committee must give the search firm approval to release any applicants from the search process.

6. Responsibility and Authority Structure

   a. The interest and intention is that all parties work collaboratively on every search.
   b. The Major Unit Head is responsible for their Division/College/School’s adherence to the Search and Selection Guidelines.
   c. Equity Administrators have the responsibility to: 1) strive for searches that are fair, equitable, and diverse; and 2) consult, advise, and make recommendations to Hiring Officials and Search Committees.
   d. The Chief Diversity Officer and University Equity Office are additional resources in the authority structure.
   e. When agreements cannot be reached among the Equity Administrator, Hiring Official, and Search Committee, the ultimate responsibility and authority for searches rests with the Major Unit Head.