# Dean’s Charge for the Search Committee: Preparation Guide

Directions:The dean will fill in the 10 questions in this guide to organize the points to be covered with the search committee BEFORE the committee begins its recruitment and selection work.

**Position Title:** Click here to enter text.

**Position Number:** Click here to enter text.

**Search Committee Members** (also identify who will serve as the search chair)**:**

Click here to enter text.

1. Describe the **type of department desired** and its anticipated focus. Provide a summary of the most recent departmental review or access to the entire report.

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1. Define the **breadth of the search** as internal, external, statewide, regional, national, or international.

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1. Describe the **responsibilities, attributes, and competencies** of the leader being sought.

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1. Identify the **essential leadership characteristics** being sought. Set the expectation that committee members focus on the evaluation of leadership skills and potential rather than “traditional” academic curriculum vitae and bibliography content.

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1. Give precise instructions about the **number of finalists** to be identified, and ask that they be submitted unranked in alphabetical order. Outline expectations for diversity in this group. Clarify that no candidate will be considered whose name has not been generated through the committee nomination and evaluation process.

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1. Provide guidelines for the creation of the **position description and for the active prospecting** that the search committee and institution should undertake to generate the candidate pool, including active steps to generate a diverse list of candidates.

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1. Provide **communication guidelines** for announcing the position. Include deans, chairs, teaching hospital CEOs, key leaders in the field, and national societies, among others.

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1. Provide clear instructions about the **confidentiality** of the entire search and screening process. Ask search committee members to adhere to the search committee code of conduct.

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1. Define expectations for **tasks to be handled** **only by the search committee chair** (e.g., making public statements about the status of the search, checking references).

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1. Outline the **timetable** for the search, including expected milestones and the date by which the short list will be given to the dean.

Click here to enter text.