

**Department of Anthropology
University of Florida**

SEARCH POLICY AND PROCEDURES

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I. Search Committee Composition

1. For a new faculty member search, a Search Committee (SC) is elected by secret ballot by the core Anthropology faculty. The SC is composed of 3-5 individuals chosen from among core Anthropology faculty members. In addition, the Department Chair (DC) appoints an external member from another department and oversees the appointment of a graduate student member.
2. For a department chair search, a Search Committee (SC) is elected by secret ballot by the core Anthropology faculty. The SC is composed of 3-5 individuals chosen from among core Anthropology faculty members excluding the current DC. An Associate Department Chair, or if necessary, the Advisory Committee, supervises the election. The Dean appoints an external member, usually a department chair, from another department. A graduate student member is also appointed to the SC.
3. All members of the SC must complete training courses before the committee can be charged.
4. The committee is normally charged by the DC (for a faculty search) or by the Dean (for a chair search). The SC is automatically discharged when a hiring recommendation has been made to the Dean.
5. All SC members have equal voting privileges on any committee decisions.

II. Search Committee Duties and Procedures for Faculty Search

1. The members of the SC are obligated to follow established policies and procedures of the College, University, and the CBA. This includes public notification of SC meetings in advance and archiving minutes of each meeting. Some of this information is provided online by the CLAS Human Resources office.
2. The SC elects a committee chair from among its faculty members. Normally the chair is a tenured faculty member holding equivalent rank or higher to that of the position to be filled. The chair regularly updates the DC and faculty on the progress of the search.
3. The SC prepares or reviews the job description for approval by the DC and/or Dean and selects a deadline for applications, allowing at least 30 days for applications to be received after posting. Once the job is posted online, application materials will be made available to the SC members for review.
4. After the application deadline has passed, the SC reviews all applications and ranks applicants into a list of candidates for whom letters of recommendation and possibly publications are solicited. This list is presented to the faculty, and the application materials are made available to all voting faculty for review. The SC may also interview these candidates via

online conferences. In that case, interview questions are written in advance, and each candidate is asked the same questions.

5. Based on the additional letters of recommendation and online conferences, the SC ranks that list of candidates, identifying the top 3-4 individuals as a short list to be brought to campus for interviews. At a department meeting, the SC presents its lists to the faculty, who vote to approve a short list of candidates for on-campus interviews.

6. The DC and SC Chair coordinate to organize the campus visits, allowing time for interviews by the SC, the DC, the Dean's office, graduate students (organized by FASA and the graduate student committee member), representatives from any relevant centers, departments, or other units, and individual faculty members. At least one public job talk will be organized and publicized among department members, students, and department affiliates. At the SC's meeting with candidates, interview questions are written in advance, and each candidate is asked the same questions. The questions are open-ended sufficiently to allow candidates to demonstrate their strengths and interests.

7. At the conclusion of all campus interviews, the SC solicits opinions and evaluations from faculty, department affiliates, and others who met with the candidates or heard their presentations. The graduate student member of the committee surveys the graduate students for their opinions on each candidate. With this additional information, the SC creates its final ranked list of the top candidates to present to the faculty for a vote.

III. Voting Procedures

1. At a department meeting, the SC presents its final ranked list to the faculty. The graduate student member separately presents the ranking or vote of the graduate students. Following discussion, a motion is made to vote on the candidates, indicating their acceptability and ranking them for hire.

2. Eligible faculty members use paper ballots to vote for their highest-preferred candidate. Once those votes are tallied, assuming there is a majority of votes for a single individual, ballots are distributed to select the second highest-preferred candidate from the remaining list, followed by a vote for the third, and the fourth if needed.

3. Faculty members unable to attend the meeting are allowed to submit a proxy vote in advance, but it must match this ballot format to be counted.

4. On any ballot, a faculty member may indicate that a particular candidate is not acceptable. Those votes will also be recorded and taken into consideration.

5. When all the voting results are made available, a final discussion takes place, and a motion is made to vote for the final recommendation for hire. The expectation is that the highest vote-getter on the first ballot is the faculty's top choice; the highest vote-getter on the second ballot is their second choice, and the highest vote getter on the third is their third choice, assuming that none of these candidates are deemed unacceptable by a majority vote.

6. The DC reports to the Dean the balloting results and hiring recommendations as voted by the faculty. Further communications to candidates are handled by the DC or in coordination with the SC Chair.

IV. Chair Search Procedures

1. For an internal search, an Associate Department Chair or the Advisory Committee surveys all the faculty regarding their opinions as to which faculty members would be acceptable as chair. This information is a useful starting point for soliciting applications from faculty members, and it may impact which faculty will be elected to the SC.
2. Whether an internal or external search, standard search procedures are followed, including posting of the position advertisement and uploading of application materials using the online portal. A “campus visit” is scheduled for the chair candidates to meet with the SC, graduate students, and individual department members. A public talk is given, usually on the topic of the candidate’s “vision” or strategic plan for the department. The SC may provide candidates with a set of suggested topics for their talk.
3. Following the campus visits of all applicants, the SC surveys faculty members and graduate students (anonymously and separately) on the strengths and weaknesses of each of the candidates. The survey must also allow respondents to indicate whether any candidate is “acceptable” or “not acceptable” as chair.
4. The SC compiles the data from the survey in the form of a report to the Dean. The SC does not rank the applicants. Further communication with the candidates is usually initiated by the Dean.