

# **STUDENT INVOLVEMENT IN FACULTY HIRING COMMITTEES**

## **STUDENTS SERVING ON FACULTY SEARCH COMMITTEES**

### **GUIDELINES FOR APPOINTMENT AND SERVICE**

Pursuant to Texas Tech Operating Policy/Procedure 32.16, "Faculty Recruitment Procedure," Section 2.a.(2), an undergraduate or a graduate student may be asked by the dean, the department chair/school director/area coordinator, or a faculty search committee chair to serve on a search committee for an open faculty position.

An undergraduate or graduate student asked to participate in the faculty search committee may participate in search committee meetings, in the review of candidates' application materials, and in initial and final interviews of faculty candidates. Under no circumstances may a student be involved in a vote or formal evaluation of a faculty candidate or be asked to render a decision on whether an offer should be made to a candidate. Students should be excused from search committee meetings when formal evaluation of candidates is taking place. Search Committee members may take into account the student's perceptions of a faculty candidate in their hiring decision.

The Search Committee Chair should share the following information about confidentiality with any student who is appointed to the search committee: All information the student will review as part of their service to the faculty search committee is confidential and should not be discussed outside of meetings or other activities specifically related to the faculty search. Unless disclosure is authorized or required by law, the student will not disclose any confidential information now or at any time in the future. The student will agree to handle all confidential information specific to the faculty search so that it shall not be inadvertently revealed or disclosed to anyone not on the faculty search committee. Unless authorized to do so, the student will not retain in their possession any confidential files or records of information from this faculty search.