Search Committee Hiring Process

Search committees can be an important component of the search process and can provide valuable assistance to hiring managers. A search process is often enhanced by broadening participation and input. Stakeholders outside the employing unit often increase or improve the likelihood of identifying and recruiting strong and diverse candidates. In addition, members of search committees often serve as mentors when the successful candidate begins working on campus.

Through the combined experience and judgment that stakeholders and others contribute to a search and mentoring process, the University can better fulfill its vision, mission and goals. The following outlines the use of a search committee in the search/screening process.

Administrative Staff:

Each administrative staff position at BGSU is assigned a “grade.” Search committees must be used when an administrative position is a grade of 358 or higher. When the position is graded at 357 or lower, a search committee may be used.

In limited instances, the requirement that a search committee be used for a position with a grade of 358 or higher may be waived. A waiver request must be in writing and presented to the vice president (or other equivalent position) having responsibility for the hiring unit and to the Office of Human Resources. For positions where a vice president (or other equivalent position) has the hiring authority, the waiver request must be submitted to the President. A waiver may be granted only if the following factors are demonstrated:

• the position does not supervise or evaluate other staff members, and

• does not have budget authority or approval authority within the unit, and

• does not have responsibility to develop and set policy within the unit, etc., and

• waiving the use of a search committee will not adversely impact the University’s diversity and outreach objectives.
While searches for positions graded at 357 or lower are not required to use a search committee, it is recommended that a search committee be used if the position:

• supervises or evaluates other staff members, or

• has budget authority or approval authority within the unit, or

• has responsibility to develop and set policy within the unit, etc. or

• the use of a search committee will positively contribute to accomplishing the University’s diversity and outreach objectives.

The dean/associate/assistant vice president (or other equivalent position) is directly responsible for overseeing the hiring process, whether a search committee is used or is not used and is responsible for following all of the requirements in the hiring process.

Classified Staff:

Each classified staff position at BGSU is assigned a “grade.” Search committees must be used when a position is in the grades of 27 to 33. When the position is the grades of 20 to 26, a search committee may be used.

A hiring manager may request a waiver for the use of a search committee for a grade 27 to 33. The request must be in writing to the appropriate vice president (or other equivalent position) and to the Office of Human Resources. A waiver may be granted if:

• the position does not supervise or evaluate other staff members
• does not have budget authority or approval authority within the unit, or
• does not have responsibility to develop and set policy within the unit, etc.

While searches for positions graded from 20 to 26 are not required to use a search committee, it is recommended that a search committee be used if the position:

• supervises or evaluates other staff members, or
• has budget authority or approval authority within the unit.

The dean/associate/assistant vice president (or other equivalent position) is directly responsible for overseeing the hiring process, whether a search committee is used or is not used and is responsible for following all of the requirements in the hiring process.