

Duties of Chair of Search Committee

1. Gather a completed application from each applicant. (The application is available on the ORU website.)
2. Ensure the maintenance of complete records during the search. Keep all search files for seven years; files on searches that have been litigated must kept for seven years after completion of litigation.
3. Document the activities of the search, including contacts with applicants.
4. Send a letter of acknowledgment to each applicant submitting a completed application.

(e.g., "This is to acknowledge receipt of your application for the position of _____ at Oral Roberts University. I shall notify you of your status after the initial screening of applicants. In the meantime, please provide official transcripts of all your college work and three letters of reference for your file and sign the enclosed "Consumer Disclosure and Authorization Form.")

5. Apprise applicants of their status throughout the search process.
6. Call together committee members to meet to discuss applications, applicants, and other matters concerning the search.
7. Notify all unsuccessful applicants after the successful applicant accepts the offered position. Keep all reasons for not hiring those who were not selected as finalists within the search committee's internal documents and do not volunteer such information in the notification.

(e.g., "Thank you very much for interviewing for the position of _____ in the Marvelous Department at Oral Roberts University. I am sorry to inform you that the position has been offered to and accepted by another applicant. Thank you for your interest in this position. We wish you success in your job search.")