# SEARCH committee – recruitment of permanent scientific staff in AGRO

## Purpose

We form a search committee in connection with the recruitment process regarding scientific tenured positions. The purpose is to strengthen the transparency in the recruitment of permanent scientific staff and to ensure a pool of applicants with high academic qualifications and diversity.

## Setting up a search committee

The search committee must comprise the following:

* **Chairperson** – must be from the section in AGRO where the vacant opening is
* **Member 2** – a senior-VIP from another section within AGRO
* **Member 3** – a junior-VIP from AGRO

The members of the search committee must possess the necessary knowledge in the given scientific area, and have a diverse, professional background. Furthermore, in appointing members gender balance is taken into account.

When embedded into the recruitment plan, a chair for the search committee will be appointed by the department leadership. AGRO departmental council may advise on suitable chairpersons and will appoint the remaining two members.

## Search committee tasks

The search committee starts working after the first job advertisement has been drafted. The search committee needs to ensure that the job advertisement will attract a broad group of qualified applicants, so the wording should be broad and with clear criteria for the position. The committee thus advises on the job announcement.

Based on job criteria in the advertisement, the search committee will cover national and international markets for potential candidates within the given research area (remember gender balance). The search committee will decide how they will identify potential candidates/network for the position.

The search committee must as minimum find 3-5 possible applicants/networks. These must be informed to the head of department for approval.

## Contact to potential candidates

When the job advertisement has been advertised, the chair of the search committee will contact potential candidates/networks.

# Search process

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| Position: |       |

## Search committee

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| Name | Position | Role in search process |
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## Description on how the field of potential candidates were evaluated before the call – including considerations on internal/external candidates, diversity and gender balance

## Candidates / networks approached by the search committee

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| Candidates/network approached | How was the possible candidate/network approached and why - which concerns were taken in relation to gender and diversity |
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