

### **Search committees, Faculty of Technical Sciences, Aarhus University**

Search committee must be used for the following positions: Tenure track, associate professor, senior researcher and professor.

The goal of the search is to ensure there are outstanding, gender diverse, and qualified applicants.

The Head of department is responsible for appointing the search committee (*can be delegated*), the search committee should be involved during the preparation of the final advertisement and be established before the position is advertised.

The search committee must:

- consist of a minimum of 3 staff members of whom at least one member must be employed at least at an equivalent position level as the position being advertised
- aim to be gender diverse
- include a recently employed, externally recruited staff member
- be informed about the department's strategy for diversity and equality
- be administratively supported by the department
- ensure that the candidates receive relevant material about Aarhus/Roskilde/Viborg, international center etc.
- contact 6 potential candidates

It is important to think creatively and engage proactively in outreach activities to attract applicants. The Search Committee should work via their professional network to increase the number of qualified candidates. Exceptional candidates typically do not respond to ads and need be contacted directly by a hiring University.

Outreach activities include:

- suggesting additional advertising outlets relevant to the research field (HR is responsible for advertising)
- sharing the LinkedIn job post through personal social media profiles (LinkedIn, Twitter, Facebook)
- generating a coordinated list of promising candidates by making personal calls or emailing colleagues to identify potential applicants
- identifying top candidates in the literature and at professional meetings or conferences
- identify networks/ mailing lists for the search
- making personal calls or personalized emails to the promising candidates on the coordinated list, inviting an application
- expanding the usual list of contact departments and schools to a broader range of institutions and contact those institutions by email.



This document is a summary of the search committee's activities. The completed document should be sent to the head of secretariat within 5 days of the closing date. Once a year the departments and Faculty Management will follow up on the activities.

<p><b>Title position:</b></p> <p><b>Reference number position:</b></p> <p><b>Department/center/section:</b></p>
<p><b>Number of candidates contacted: ____</b></p> <p><b>If the committee has contacted less than 6 potential candidates, a clear explanation for this should be provided:</b></p>
<p><b>Has the search committee had any additional contact with the candidates above?</b> <i>(If yes, describe how):</i></p>
<p><b>Other outreach initiatives/activities (mailing lists, conferences, posted on specific website etc.)</b> <i>(Please describe which):</i></p>