

TO: Deans, Directors and Department Heads  
Human Resource Facilitators

FROM: Holden Thorp  
Chancellor

RE: **Online Training Module for Hiring Supervisors and Search Committees**

DATE: February 19, 2010

The University of North Carolina at Chapel Hill is committed to providing a welcoming, inclusive environment for all students, faculty, and staff. One focus of this commitment is the recruitment and hiring process.

The diversity of our faculty and staff brings strength to the University. Keeping that diversity objective in focus with each search gives us an opportunity to attract, hire and retain the talented faculty and staff we want and need to continue our legacy of academic and service excellence.

While attracting, hiring and retaining an excellent and diverse faculty and staff is a top priority for our campus, our faculty and staff hiring committees typically receive little education about the search process. That's why I am pleased to announce a new **Online Training Module for Supervisors and Search Committees**.

The module, which should take no more than 60 minutes to complete, provides valuable information, helpful advice, and proven techniques to enable our search committees to run more efficiently. It includes information, video clips, learning quizzes, and illustrations designed to increase knowledge of correct, legal, and recommended hiring practices. The module can be accessed at <http://www.unc.edu/depts/eoada/sct/> or from the [Equal Opportunity/ADA Office](#) web site by clicking [Online Training](#).

Beginning March 1, for any EPA recruitment, all hiring supervisors, search committee chairs and members must complete the Online Training Module before beginning the search process. The module is also available, though not required, for SPA recruitments, and I encourage you to take advantage of it.

Further, any search committee for a senior administrative position (e.g. Deans, Vice Chancellors) will receive an in-person orientation by the University's Equal Opportunity/ADA Officer before beginning its work. The Equal Opportunity/ADA Office will also provide in-person orientation for search committees and hiring units upon request.

Please contact Ann Penn, Equal Opportunity/ADA Officer, at 966-3576 if you have any questions or to request an in-person orientation session. I hope you and your search committees will find this training module a valuable tool in conducting this important service for the University.