

**SEARCH AND SCREEN COMMITTEE MEETING
for APK Assistant Professor (position #00006436)**

Minutes for Tuesday, October 16, 2007, 2:00p.m.

Committee members present: Tom Clanton (Chair), Randy Braith, Steve Dodd, David Criswell, Scott Powers, Deborah Scheuer, Melissa Whidden

Others present: Michael Delp, Diane Davis, and Susie Weldon

Topics of Discussion

1. Diane Davis, HHP Personnel Office, provided each committee member with a copy of the UF Faculty Recruitment Toolkit handbook and a copy of the HHP guidelines. She gave a brief overview of the search committee's duties and responsibilities. Dr. Clanton thanked Diane for providing guidance to the committee.
2. Dr. Delp suggested that the committee consider the following when selecting qualified candidates:
 - Experience or capability of training doctoral students;
 - Evidence of grant funding or promise for acquiring extramural funding;
 - Area of interest that compliments current APK faculty, but not limited by their use of animals or humans in their research.Dr. Delp also gave the following charge to the committee:
 - Providing him with a long and short draft of the position announcement;
 - Developing a recruitment plan that will include a means to reach diverse groups of applicants;
 - After review of applications, submitting an unranked list of 3-4 applicants to him for consideration.
3. Dr. Clanton led the committee in a brief discussion regarding the following:
 - Wording of the position description, both long and short versions;
 - Application deadline date: tentatively set for January 15, 2008;
 - Advertising and recruitment plans;
 - Advertising budget.
4. Dr. Clanton stated that he would work with Susie to:
 - Finalize the position description, using the committee's recommendations;
 - Confirm the application deadline date;
 - Draft a potential list of sites for advertising.He also stated that these documents will be sent to the committee, via email, for review and approval. The final documents will be posted on the APK website.

Meeting adjourned at 3:05.

