

**SEARCH AND SCREEN COMMITTEE MEETING  
FOR APK DEPARTMENT CHAIR**

November 16, 2006

**Attendees:**

Dr. Steve Dorman, Dean

Dr. Charles Wood, Search Committee Chair

**Members:** Dr. Randy Braith, Dr. James Cauraugh, Dr. Geoffrey Dover, Dr. Heather Hausenblas, Dr. Christopher Janelle, Dr. Scott Powers

Dr. Steve Dorman opened the initial search committee meeting by welcoming the committee and introducing Dr. Charles Wood, Chair of the Department of Physiology and Functional Genomics. The committee members introduced themselves to Dr. Wood and stated their area of specialty. The Dean emphasized the importance of national searches and thanked Dr. Wood, an external member, for taking on the challenge of heading up the committee.

**Dean's Charge:**

1. Search is a verb which implies action. It is important to be actively involved in the process. Talk to colleagues regarding potential candidates.
2. The ideal candidate will continue to lead the department to be the best in the nation. The department is already headed in that direction. That person is someone who will be an advocate for APK, someone who will represent APK.
3. The ideal candidate should also be someone who is a team player for the college. Someone who will take into consideration the needs of the college as well as APK.
4. Search for candidate that is a full professor or has the qualifications to become a full professor. Someone that the committee is confident that the Tenure and Promotion committee will award full professor status.
5. All meetings must be announced in advance. Minutes will be posted on the college website within 48 hours. There should be no private discussions between individual members of the committee. Observers are allowed to attend meetings but are not allowed to participate. Remember that e-mails are public records.

**First Steps:**

1. Prepare a job description/announcement, describing the ideal candidate.
2. Come up with a recruitment plan and advertising plan to make sure the candidate pool is diverse.
3. Decide where to advertise. Prepare a large ad and a smaller ad as well.

The Dean emphasized the idea that this is a national search, however, internal candidates are encouraged to apply as well. Internal candidates must compete at a national level. The ideal candidate will be someone who is well known as an educator, scholar and scientist. The ideal

candidate will be a nationally funded investigator, someone that can be a researcher but meet the needs of the department.

**Open Discussion:**

**Tasks for Committee:**

Create a long and short version of the advertisement. Use ads posted for high level positions as a template.

Stimulate people to apply.

Advertise in Chronicle of Higher Education, APS and American College of Sports Medicine.

Cast the net wide initially. Emphasis placed on minorities and women.

Plan regular meetings initially

Start interview process late February, early March. Prepare to bring someone in by July 1<sup>st</sup>.

Committee members should look within their own area for candidates.

Come up with a competitive package in order to recruit outstanding candidates.

**Ideal Candidate:**

Past funding is critical

Ability to maintain funding and manage the department