

HEB SEARCH COMMITTEE

Minutes of the Meeting

NOV. 13th, 2006

(All members were present)

1. The committee discussed setting “Ground rules” for the search process. These consisted of the following:
 - assuring that the search process incorporated the notion of “Evidence over opinion”. It is critical when candidates are being contacted to assure that 2 committee members are involved. Also, when candidate credentials are being discussed, it was suggested that evidence should be used to support a position.
 - The search committee will take a “Proactive approach” by identifying and directly contacting potential candidates, and organizations that may refer candidates.
 - The development of an evaluation matrix is needed but, because of time constraints, that was delayed to the next meeting.
 - It was agreed that input to committee deliberations from interested parties will be considered, but the protocol for that process will be determined at a later date.
2. The committee discussed the aspects of a proactive search and decided that the following tools would be utilized in the recruitment process:
 - Comprehensive Advertisement
 - Letter of recruitment for potential candidates
 - Letter to request posting of the Advertisement
3. The committee agreed that ads should be placed in as many professional organizations as the budget would permit. Among those groups to be contacted are ASHA, APHA, HEDIR, Soc. Prev. Research.
4. The committee discussed and agreed to contact the following groups/individuals to initiate the search process: HEB departments from other universities, professional organizations, predominantly black institutions, UF HEB faculty