

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

Minutes for Wednesday, January 24, 2007, 10:00a.m.

Members present: Stephen Dodd (Chair), Morgan Pigg, Barbara Rienzo, Dennis Thombs, Chad Werch (via conference call)

Others present: Susie Weldon (secretary), Delores James

Topics of Discussion

1. Dr. Dodd reported that 8 applications were received for the HEB Department Chair position. All applications, except one, were submitted through the UF on-line process as requested.
2. The committee discussed the process for screening applicants to identify viable candidates. It was determined a form would be distributed to committee members for applicants to be screened as: Most Viable; Further Consideration; Do Not Consider. The forms will be sent to all search committee members via e-mail. Committee members were to submit their forms in anonymous, sealed envelopes to Susie Weldon. The outer envelopes will be signed on the seal; the inner envelope would have no identifying marking. Dr. Dodd, Dr. Rienzo, and Dr. Thombs will be given the inner white envelopes only, open them and construct the committee's assessment prior to the next meeting. The assessment of all candidates by the committee will be distributed to committee members at the next meeting for discussion.
3. Dr. Dodd emphasized that screening decisions must be based on evidence and on the qualifications specified in the job description.
4. It was stated that this was an open search and internal as well as external candidates were eligible and encouraged to apply.
5. The committee will discuss the candidates at the next meeting, scheduled for Friday, February 2, 3:00pm.

Meeting adjourned at 10:20.