

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

**Minutes for Wednesday, April 5, 2007, 3:00p.m.**

Members present: Stephen Dodd (Chair), Dean Steve Dorman, Morgan Pigg, Barbara Rienzo, Sadie Sanders, Dennis Thombs, Chad Werch

Others present: Susie Weldon (secretary)

**Topics of Discussion**

1. Dr. Rienzo inquired as to how the candidate feedback forms would be made available to committee members. Dr. Dodd responded that the forms will be maintained by Susie and available for review at any time.
2. Dr. Dodd stated that the purpose of this meeting was to discuss a letter sent to Dean Dorman by one of the applicants. The applicant had expressed some concerns regarding their candidacy for the chair's position and was considering withdrawing from the applicant pool. There was an in-depth conversation regarding this. It was stated that based upon the criteria of the position description, this applicant is a viable candidate and enhances the applicant pool. The committee expressed a desire to solve misconceptions and encourage the applicant to continue their candidacy and visit UF for an interview. The committee agreed that a letter should immediately be sent, containing all committee member's signatures, inviting the applicant to continue with the search process.
3. A document was drafted by committee members with the intent of the letter being printed in final format immediately following the meeting, signed by all committee members, and sent to the applicant.
4. Dean Dorman encouraged the committee to use diligence in checking references of all candidates. He also requested that the committee present him with a list of 3 names for consideration.

Meeting adjourned at 3:45.