

Search Committee Meeting Minutes (Recommendation/Final) - TEMPLATE

The following provides an overview of the content that should be included in search committee meeting minutes. While the search process for each position, college/department, and committee will differ, ALL meeting minutes should contain these common elements, including (*meeting logistics, meeting process, and meeting closing*).

This template is intended to provide general language and structure that can be referenced in composing minutes for the *regular* meeting.

MEETING LOGISTICS

Search Committee Meeting Minutes (Recommendation/Final)

Meeting Date, Time, and Location

(if conducted virtually, state meeting conducted via the appropriate virtual platform (i.e., Zoom, Teams, etc.) in lieu of listing a location)

Position Title / Department Name / Requisition Number(s)

Search Committee Attendees: *List names of search committee members, identifying role if other than a committee member (i.e. Search Chair and Co-Chair, if applicable)*

Other Attendees: *List names of other attendees identifying role (i.e., Search Assistant, the search administrative support, the Human Resources representative, hiring official, or any other special guest)*

Meeting called to order at _____.

MEETING PROCESS

Review and Approval of Prior Meeting's Minutes:

Document the search committee's review and approval of the meeting minutes; note any agreed upon edits.

Recommendations to Hiring Officials:

Meeting minutes must include:

- A summary of the committee's discussion of the interviews.
- The committee's decision on candidates who are *acceptable for hire* and, therefore, may be advanced to the hiring official for consideration.
- NOTE ON HOW TO DOCUMENT COMMITTEE RECOMMENDATIONS: Acting in an advisory capacity to the hiring official and per their charge, the committee recommends candidates who they have assessed as being *acceptable for hire*. The committee does not recommend who should receive an employment offer. The minutes should state the names of the candidates who are *acceptable for hire*.

MEETING CLOSING

Meeting Closing:

Meeting minutes must include:

- Meeting adjourned