

# Search Committee Meeting Minutes (Initial/Charge) - 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 *charge* meeting.

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## MEETING LOGISTICS

### Search Committee Meeting Minutes (Charge)

#### 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

### The Charge:

*Insert hiring official's name and title.*

- Document a summary of the hiring official's charge for search committee.
- Note the hiring official's answers to the committee's questions regarding the search.

### Search Procedural Review:

*Document the search committee's review of the following:*

- Confirm that search participants completed mandatory search committee training.
- Decide on a quorum (minimum number of committee members required to conduct a meeting).
- *Conflict of Interest (COI)*. Committee members are expected to share and discuss any potential conflict of interest regarding a candidate with the committee. A COI must be documented in the meeting minutes (including committee member and candidate names). The minutes should include the COI resolution (which is generally that the committee member recuses themselves from discussions about and voting related to the candidate).
- *Right of Inclusion (ROI)*. Should a committee member exercise the ROI (or Motion to Reconsider) for a candidate, this should be documented in the meeting minutes. The minutes should reflect the name of the committee member and candidate. The minutes should reflect the outcome of the re-vote for the candidate.
- *Waivers*. All requests for waivers for proceeding with the screening process when not meeting diversity pool guidelines (a diverse applicant pool is considered including both genders and at least two racial/ethnic backgrounds after Round One screening), as well as for not having three on site finalists for interviews must be reviewed and approved by the Office of Institutional Equity.

- Search timeline and meeting schedule.
- Workday access to applicants.

Screening Criteria (If applicable for this meeting):

*Meeting minutes should reflect the specific criteria used by the search committee for each screening round.*

- Document the following related to screening criteria:
  - The committee's discussion related to the committee's review of the job posting minimum and preferred criteria.
  - The committee's final agreement on the screening criteria for each applicant screening round; list the screening criteria as follows:
  - Round One Minimum Requirements – This should match the posted minimum requirements exactly.
  - Subsequent Round(s) Preferred Criteria - This should match the posted preferred criteria. However, the committee may prioritize and/or group each criterion as needed.

Applicant Screening (If applicable for this meeting):

*Meeting minutes must include:*

- The total number of applicants reviewed by the committee during the meeting.
- The names of the applicants who are advanced after each screening round.
- The names of applicants who are not advanced should not be documented in the meeting minutes.
- *OIE Approval of Candidate Pool Evaluation Form Prior to Scheduling Preliminary Interviews.* After the committee has identified candidates whom they want to consider for preliminary interviews, they must obtain *OIE Approval of Candidate Pool Evaluation Form prior to scheduling preliminary Interviews*. This form is completed by the Search Assistant in collaboration with the search committee during the applicant screening process.

## **MEETING CLOSING**

Meeting Closing:

*Meeting minutes must include:*

- Next meeting date/time.
- Meeting adjourned