Search Committee Meeting Minutes - 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
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, 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.

Screening Criteria:
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:
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 <u>are not advanced</u> should not be documented in the meeting minutes.

- *REMINDER:* After the committee has identified candidates 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.
- NOTE: Document any conflict of interest or right of inclusion brought forward and resolved.

Interviews:
Meeting minutes must include the committee's decisions regarding:
- The interview process.
- The interview questions for each round.
- The interview schedule and itinerary for each candidate. Include a list of the interview dates and times for each applicant.
- A summary of the committee's discussion of each candidate's interviews.

MEETING CLOSING

Meeting Closing:
Meeting minutes must include:
- Next meeting date/time.
- Meeting adjourned