

Search Committee Meeting

Search: UF/CJC Department of Public Relations, Chair position
October 31, 2016, Weimer Hall, Room 3202

Present: Linda Hon (Chair)

Moon Lee, Deanna Pelfrey, Mickey Nall, Sylvia Chan-Olmsted, and by telephone;
Ann Christiano, and Rosanna Fiske

1. Committee members reviewed the minutes of the August 22nd meeting. Motion was made and seconded to approve the minutes of the Aug. 22nd committee meeting. Motion passed.
2. Committee members discussed and reviewed the Dept. of PR Chair search committee process to date. The purpose of today's meeting is to review applicants and to review telephone interview questions to be asked of each applicant selected for the telephone round of interviews.
3. Committee members reviewed each applicant's cover letter and curriculum vitae in response to the advertised position description. Seven applicants were selected to move to the one-hour telephone interview process. Ultimate goal is to determine three, possibly four, applicants to recommend to the Dean's office for in-person, on-site interviews.
4. After the discussion of the applicants selected for telephone interviews, the committee members reviewed, edited and discussed in detail each question to be asked of each applicant. All applicants will be asked the same questions. Linda Hon will make the edits discussed in the meeting and circulate the questions to committee members prior to the telephone interviews being conducted.
5. Telephone interviews with the candidates will be conducted as soon as possible.
6. The telephone interviews will be recorded for use by the committee members in their deliberation process in order to make recommendations for in-person, on-site visits.
7. There being no further business before the committee, the meeting was adjourned.

Next committee meeting is scheduled for Monday, Nov. 14, 2016, at 2 p.m.