

Florida International University SOA
Search and Screen committee for SOA Director Minutes

September 16, 2009 at 5:00PM CBC 306

Committee Members Present:

Chun-Hao Chang, Chair

Lewis Davidson

Steve Lin

Antoinette Lynch

Wendy Gelman

Quorum present: Yes

Others Present:

Shirlyon McWhoter – Director of EOP

Joyce Elam – Executive Dean CBA

Proceedings:

* Meeting called to order at 5:00 PM by Dean Joyce Elam. She informed the committee of our charge and roles and responsibilities in this search process. Ms. Mcwhoter, Director of the EOP, then explained the legal issues associated with selecting a new director. She cautioned the committee to treat all prospective candidates the exact same way as not to discriminate, including but not limited to asking the same exact interview questions of each of them. She praised the committee for respecting the process and explained the need to comply with the Florida Sunshine Laws- such as meeting times, dates, and posting notice. She also suggested that we should not close the search but rather we should certify the pool after a certain date. Furthermore, it was agreed that committee members are permitted to meet by teleconference.

We identified several important issues that need to be discussed in greater detail. They are listed below:

1. number of candidates we wish to interview
2. Criteria for qualification – the academician v. practitioner route
3. Writing a job advertisement – refer to the Ledger or Chronicles for ideas
4. The role of the search firm, Greenwood Asher & Associates, in helping find qualified applicants
5. size of the pool

Dean Elam and Ms. McWhorter left the room at around 6 PM and we deliberated for a short while longer.

We also scheduled the following times for our next set of meetings:

1. October 2nd, 10AM in RB 380.
2. October 9th, 10AM in RB 280.
4. October 16th, 10AM in RB280.
5. October 27, 12:30PM in CBC 306.

*Meeting adjourned at 6:20PM

* Minutes submitted by Wendy Gelman