



**Associate Vice President for Research and Sponsored Programs
Search Committee
Minutes**

Date: October 27, 2021

Location: Via Zoom Link provided

Attendees: Dr. Dawn Kirby, Regina Beard, Dr. James Casey, Jaclyn Chastain, Dr. Robert Kenny, Dr. Peter Meso, Dr. Tom Missimer, Dr. Thomas Roberts, Dr. Starlette Sinclair, Dr. Greg Tolley, Donna Gilmore

Excused: Dr. Annemarie Connor

Guests: none

Call to Order:

- Dr. Kirby called the meeting to order at 9:00 a.m. and welcomed all members

Discussion:

- We will be developing questions for both rounds of interviewing.
- Discussion around “best consideration by” dates and deadlines for applicants; decided on 12.31.21

Search Updates:

- Job ad has been posted as of today. Diane and I will review the options for additional advertising outlets suggested by the committee and make recommendations to HR.

Next Steps:

- Diane will clean up questions and group into “first,” “second,” and “first or second” round categories and send out for review and editing. Respond with your Track Changes edits to Diane by Wednesday, November 3, 2021.

Adjourn: Meeting adjourned at 10:10 AM

Respectfully submitted

Diane Bova

Administrative Assistant II

Academic Programs & Curriculum

Development

Search Committee Administrative Support