

**SECTION VI**  
**AGENDAS**

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## **FIRST MEETING/BASIC AGENDA**

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1. Introductions
2. Training
  - Commitment to equal opportunity for all qualified applicants
  - Review of search process
  - Role and Responsibility of the Search Committee
  - Role and Responsibility of the Equal Opportunity Representative
3. Establish Committee meeting times and timelines of search

The following items can be included in the first meeting or scheduled for another meeting:

- Identification of Screening Criteria and method of evaluation
- Development of interview questions/teaching demonstration and discussion of appropriate responses
- Determine committee members to serve on Selection Committee
- Review Reference Checking Process

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## **SECOND MEETING/BASIC AGENDA**

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### MEETING TO SELECT CANDIDATES FOR INTERVIEW

1. Review screening information.
2. Discuss/evaluate applicants.
3. Identify candidates to interview.
4. Evaluate fairness of the process with Equal Opportunity Representative.
5. Determine dates, times, and place of interviews.
6. Review format of interviews.
7. Review remaining timelines.
8. Other issues.

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## **THIRD MEETING/BASIC AGENDA**

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### MEETING TO SELECT FINALISTS

1. Review screening and interview information.
2. Discuss/evaluate candidates including their potential contributions to success of a diverse student population.
3. Select finalists.
4. Evaluate all phases of the process with Equal Opportunity Representative to ensure that all candidates were treated fairly and equally.
5. Develop reference check questions.
6. Designate reference-checking responsibilities.
7. Reconfirm which committee members will participate in selection interviews.
8. Other issues.