

From: Gwen Alexander
To: Charles Pheatt; Dalene Hawthorne; Gregory Larson; Khaled Al-Share; M...
Date: 4/4/2008 4:47 PM
Subject: AVP Technology & CS Search Committee
Attachments: AVP Search Committee.doc

CC: Judy Anderson

This message is a review of today's meeting and to share the timeline we have established for this search. I am attaching a "Situation at a Glance" paper that covers the way we will conduct the search. Mike butler, Rob Gibson, Dalene Hawthorne, T. J. Rains and I were in attendance today. The next meeting will be at 2 p.m. in Room 320B of the SLIM side of the WAW Library on April 21.

We have received three applications so far. The second print ad is in the April 4 edition of the Chronicle so we should have more applications before the April 15 deadline for the first review of applications.

We have decided to create a Blackboard course for committee members and post applicant materials there. It should be up early next week. We will also post the "Initial Screening of Candidates" form on Blackboard. Please review the applications and fill out the form before the April 21 meeting. At that meeting we will select the individuals who most effectively meet the criteria.

Judy Anderson, who is guiding our search, is out of the office today. The committee members who were present today think that telling the applicants the salary range may narrow the pool. As soon as we get permission (or not) from Judy to include this information in our initial phone contact with our top applicants, I'll let you know. The call would be to determine if they are still interested in the position at the stated salary range.

We would like to conduct much of our work using the Blackboard site. In addition, we think conference calling will enable the entire committee to be included in phone interviews of our top candidates. Here's the timing we think will work, given the end-of-semester activities that we are facing:

April 21: Meeting to identify top applicants; determine selection of questions for phone interviews (bring your suggestions)

Week of April 21: Information calls to top applicants (assignments); results posted to Blackboard

Week of April 28: Determine which of the remaining top contacts should be contacted to set up conference call interview appointments (discussion on Blackboard); set appointments for week of May 5.

Week of May 5: Conduct phone interviews via conference calls. (Note: I will be out of the country this week but the committee should go ahead and conduct these interviews.) Post results to Blackboard.

Week of May 11: Select two candidates and two back-ups for on-campus interviews via Blackboard discussion. Extend invitations for on-campus interviews to be conducted in early June.

We are well aware that the semester will end in the middle of this search and the on-campus interviews will be conducted during the summer. We need to gather information about prior commitments for June so we can determine the best time to conduct interviews. Please bring your schedules to the April 21 meeting or post to Blackboard.

We have several other questions for Judy:

1) Does the requirement of a master's degree in the advertisement really mean only a master's degree or does some other advanced degree (example: J.D.) meet the intent of this criteria? If not, our number of applicants just dropped from three to two.

2) Is it OK for the committee to ask the candidates (while they are on campus for interviews) to write a response to a question in their own handwriting? An example might be to ask them about the worst personnel problem they ever faced and how they handled it.

If you have any questions that are not answered by this email or the attached SAG, please let me know.

Gwen

Gwen Alexander, Ph.D.
Dean & Richel Distinguished Professor
School of Library and Information Management
Emporia State University
620-341-5203