The **Search Committee Meeting Minutes Template** is designed to help hiring departments prepare for and conduct search committee meetings. We recognize that the search process for each position, college, and the committee will differ. This document aims to provide general language and structure that can be referenced in composing meeting minutes. Hiring departments may contact the Office for Access and Equity at oae_eeo@uic.edu for additional support.

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Search Committee Meeting Minutes
Meeting Date / Meeting Time / Meeting Location
Position Title / Department Name / Position Number(s)

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Search Committee Attendees: *List names of search committee members, indicating by title the Search Committee Chair and Co-Chair, if applicable*

Other Attendees: *List names of other attendees, indicating by title the Search Manager, the administrative search support, the Human Resources representative, and any other special guests such as the hiring official or an Office for Access Equity representative*

Meeting called to order at_____.

DESCRIPTION OF ACTIONS TAKEN DURING MEETING. EXAMPLES INCLUDE:

The Charge:
- *Insert name and title* provided the charge for the search committee and answered their questions regarding the search.

Screening Criteria:
- The committee reviewed the job posting and determined the screening criteria for the _____ round(s) of the search.

- The committee determined that the screening criteria for round _____ of the search would be *(list the screening criteria).*:

NOTE: Meeting minutes should reflect the specific criteria used by the search committee for each screening round.

- Round One Criteria: A doctorate in **X** from an accredited institution. Applicants must have a research focus in designated specialty.

Applicant Screening:
- Applicants were reviewed for round one criterion, and the following applicants were advanced *(list the applicants).*:

NOTE: Meeting minutes should reflect the names of the applicants who are advanced after each screening round by the search committee; the names of not advanced applicants do not need to be documented in the meeting minutes.

- The following applicants will participate in interviews with the search committee *(list the applicant names)*:

Interviews:
- The search committee decided on the following interview questions.

- The committee discussed and agreed on an interview schedule and itinerary. The search committee conducted interviews for the following applicants on the dates and times indicated as follows *(list the dates/times/ applicant names)*.

Recommendations to Hiring Officials:
- The committee discussed interview outcomes. The committee decided to advance the following applicants (list their names) to the hiring official based on this discussion. The committee included a listing of each candidate's strengths and areas that may require support.

Procedural Inclusions:

- *Conflict of Interest.* Should a search committee member bring forward a conflict of interest regarding a candidate, this should be documented in the meeting minutes. The minutes should reflect the name of the search committee member and identified candidate. The minutes should also include the conflict-of-interest resolution (which is generally that the search committee member recuses themself from discussions involving the candidate and voting on the candidate).

If you have questions regarding search committee meeting minutes, please contact the Office for Access and Equity at oae_eeo@uic.edu or (312) 996-8670.