

SoA Faculty Search Committee – Acoustics

Meeting Minutes

November 06, 2018 @ 1:00 pm

Architecture Conference Room

Attending: Clark, Gold, Maze, Sharston, Siebein (by phone)

Announcements

Nawari Nawari has been added to the Search Committee and will attend future meetings. Clark to select a student representative to participate in the search.

The Ad was posted on the UF faculty jobs page as well as the DCP Faculty search page. Mary Kramer also posted on the ACSA and the Academic Diversity sites and Gary Siebein posted on the National Council of Acoustical Consultants.

Initial recruitment efforts have begun and Clark will continue to reach out to leaders in the field for nominations as well as sending out invitation letters to nominees. She has requested additional candidates from the committee.

Clark reminds committee to visit the UF toolkit for Faculty Search Committees

<https://learn-and-grow.hr.ufl.edu/toolkits-resource-center/human-resources-toolkits/faculty-search-committee/>

and to take the required training course if necessary in order to gain access to the applicants online information.

Information and Discussion Items

Additional venues for posting ad were identified including the Society of Building Science Educators (SBSE): <https://www.sbse.org>, Academic Keys - Andrea McCarthy (amccarthy@AcademicKeys.com), the Acoustical Society of America, and the Institute of Noise Control Engineering. Mary Kramer will follow up on these options and confirm posting.

Siebein and Gold offered additional nominees and Clark will follow up with invitation letters this week.

The search schedule was discussed and agreed upon. Phone interviews will take place the last week in January and shortlisted candidates will be scheduled to visit campus in February. Meetings days/time for spring semester will be determined once teaching schedules are finalized in December.

Clark to determine best method for sharing documents between committee members. Dropbox, Google Drive, and UF Share drive were options discussed.