

Florida International University SOA

**Search and Screen committee
for SOA Director Minutes**

September 16, 2009 at 5:00PM CBC 306

Minutes of the S&S Committee for Director

School of Accounting

February 17, 2010

Room RB 280

**Minutes of the S&S Committee for Director
School of Accounting
February 17, 2010
Room RB 280**

Present at meeting:

Dr. Jean Eisel – (phone) Executive Search Consultant, Greenwood/Asher & Associates, Inc.

Dr. Chun-Hao Chang – Chair, Search & Screen Committee, FIU

Dr. Steve Lin – Search & Screen Committee, FIU

Dr. Antoinette Lynch – Search & Screen Committee, FIU

Prof. Wendy Gelman – Search & Screen Committee, FIU

Ana Estevill – Recording Secretary, FIU

The Search and Screen Committee met at 12:30 p.m. on February 17, 2010 to do a skype interview for one of the candidates that was not able to attend the first round of interviews at the Sofitel Hotel on January 25th and 26th.

The committee interviewed the candidate and asked the candidate a total of twelve questions. The first question asked why he was interested in coming to Miami and FIU. Then the committee asked about the following areas: vision and leadership, their management skills, administrative skills, judgment and decision-making skills, resource development, knowledge about their areas of specialty and experience.

Jean Eisel of Greenwood/Asher & Associates will reference the candidate.

The committee scheduled a meeting on March 2nd at 12:00 Noon for reference and feedback of all the candidates. The meeting will be held in RB 280.

Dr. Chang thanked everyone for attending the meeting.

The meeting adjourned at 2:00 p.m.

Respectfully submitted by
Ana Estevill

Florida International University SOA
Search and Screen committee for SOA Director Minutes

September 16, 2009 at 5:00PM CBC 306

Committee Members Present:

Chun-Hao Chang, Chair

Lewis Davidson

Steve Lin

Antoinette Lynch

Wendy Gelman

Quorum present: Yes

Others Present:

Shirlyon McWhoter – Director of EOP

Joyce Elam – Executive Dean CBA

Proceedings:

* Meeting called to order at 5:00 PM by Dean Joyce Elam. She informed the committee of our charge and roles and responsibilities in this search process. Ms. Mcwhoter, Director of the EOP, then explained the legal issues associated with selecting a new director. She cautioned the committee to treat all prospective candidates the exact same way as not to discriminate, including but not limited to asking the same exact interview questions of each of them. She praised the committee for respecting the process and explained the need to comply with the Florida Sunshine Laws- such as meeting times, dates, and posting notice. She also suggested that we should not close the search but rather we should certify the pool after a certain date. Furthermore, it was agreed that committee members are permitted to meet by teleconference.

We identified several important issues that need to be discussed in greater detail. They are listed below:

1. number of candidates we wish to interview
2. Criteria for qualification – the academician v. practitioner route
3. Writing a job advertisement – refer to the Ledger or Chronicles for ideas
4. The role of the search firm, Greenwood Asher & Associates, in helping find qualified applicants
5. size of the pool

Dean Elam and Ms. McWhorter left the room at around 6 PM and we deliberated for a short while longer.

We also scheduled the following times for our next set of meetings:

1. October 2nd, 10AM in RB 380.
2. October 9th, 10AM in RB 280.
4. October 16th, 10AM in RB280.
5. October 27, 12:30PM in CBC 306.

*Meeting adjourned at 6:20PM

* Minutes submitted by Wendy Gelman

Florida International University SOA

**Search and Screen committee
for SOA Director Minutes**

October 9, 2009 at 10:00AM RB 280

Florida International University SOA
Search and Screen committee for SOA Director Minutes

October 9, 2009
Meeting scheduled at 10:00AM in RB 280

Committee Members Present:

Chun-Hao Chang, Chair
Steve Lin
Antoinette Lynch
Wendy Gelman

Quorum present: Yes

Proceedings:

*Meeting called to order at 10:20AM by Chun-Hao Chang.

*The minutes from the 9/16/09 meeting was approved.

*The main focus of the meeting was to write a job advertisement for the Director of the School of Accounting. We used past advertisements and existing advertisements found in the AAA, Chronicle, Ledger, and other websites for guidance. We spent the entire meeting discussing the criteria and qualifications required for the directorship position. It was determined that we are looking for a full professor or someone who will qualify as a full professor by August 2010 with strong academic leadership and excellent communication skills to deal with the internal and external constituents. The committee spent the entire meeting determining the appropriate wording for the advertisement. It was agreed that the next step is to send a draft copy of the ad to Jan Greenwood of Greenwood/Asher & Associates, (the executive search firm we hired to help find a candidate) for feedback and guidance.

Reminder:

We had already scheduled the following dates for our next set of meetings:

October 16th, 10AM in RB280.
October 27, 12:30PM in CBC 306.

*Meeting adjourned at 12:30PM

* Minutes submitted by Wendy Gelman

Florida International University SOA

**Search and Screen committee
for SOA Director Minutes**

October 16, 2009 at 10:00AM RB 280

Florida International University SOA
Search and Screen committee for SOA Director Minutes

October 16, 2009
Meeting scheduled at 10:00AM in RB 280

Committee Members Present:

Chun-Hao Chang, Chair
Steve Lin
Antoinette Lynch
Wendy Gelman
Lew Davidon – by conference call

Quorum present: Yes

Proceedings:

*Meeting called to order at 10:10AM by Chun-Hao Chang.

*Minutes from 10-9-09 meeting were approved.

*We commenced the meeting by updating Lew on the progress of drafting the job advertisement for the Director of the School of Accounting. The committee reviewed the language of the ad and made some minor corrections with the help of Lew Davidson. We had sent a draft copy of the ad to Jan Greenwood of Greenwood/Asher & Associates, (the executive search firm we hired to help find a candidate) for feedback and guidance but we had not received a reply.

* Chun-Hao Chang is going to speak to Dean Elam about finding out the ballpark compensation tied to this position.

*We identified the issues that we wish to discuss with the search firm when we meet with them on October 27th, 2009.

The issues are as follows:

1. **Time frame:** Time frame for certifying the pool and time frame for the Greenwood firm to present potential candidates to screen. We were targeting January 1, 2010.
2. **Strategy:** We want to inquire about their game plan and strategy for finding viable candidates. The committee wants to know how successful have they been in the past, if they have experience searching for accounting directors and if they genuinely understand the accounting market? If not, we were thinking of ways to guide them in this task. Examples include instructing them to reach out to the top universities, and call selected schools (whether it be schools ranked from 1-10, 1-20 or 1-30.) Ask Chairs to identify stellar candidates in their department who might be interested in the position.
3. **Ad Placement:** The committee is eager to learn the methods the firms will employ to advertise and recruit. We are concerned that merely advertising in the AAA and Chronicle of Higher Education might not be

sufficient. They need to go beyond the traditional methods of advertising and be very proactive.

4. Description of our ideal candidate: We are looking for someone to put FIU on the map. The committee is very interested in ascertaining the management philosophy of each candidate that it was suggested that all candidates complete a questionnaire relating to this issue. In terms of academic leadership, the committee is looking for a facilitator. A person who will permit the faculty to continue their research in an independent fashion and not micromanage the affairs of the department. It was suggested that the director refrain from holding numerous meetings. Furthermore, this person is expected to raise \$ for the SOA. The candidate needs excellent interpersonal skills to complete this difficult task.

Reminder:

We had already scheduled the following date for our next meeting:
October 27, 12:30PM in CBC 306.

*Meeting adjourned at 11:00AM

* Minutes submitted by Wendy Gelman

Florida International University SOA

**Search and Screen committee
for SOA Director Minutes**

October 27, 2009, CBC 306

**Minutes of the S&S Committee for Director
School of Accounting
October 27, 2009
CBC 306**

Present at meeting:

Dr. Jan Greenwood - President & Partner, Greenwood/Asher & Associates, Inc.
Dr. Jean Eisel – Executive Search Consultant, Greenwood/Asher & Associates, Inc.
Dr. Chun-Hao Chang – Chair, Search & Screen Committee, FIU
Dr. Steve Lin – Search & Screen Committee, FIU
Dr. Lewis F. Davidson (by conference call) Search & Screen Committee, FIU
Dr. Antoinette Lynch – Search & Screen Committee, FIU
Prof. Wendy Gelman – Search & Screen Committee, FIU
Ana Estevill – Recording Secretary, FIU

The committee was treated to lunch and the meeting was called to order at 12:50 p.m.

Dr. Chang introduced Jan Greenwood and Jean Eisel from a consulting company, Greenwood/Asher & Associates, Inc.

Dr. Chang made a motion to approve the minutes of October 16, 2009. The minutes were approved.

Dr. Chang passed around a draft of the advertisement ad and said that he would like to finalize it and get feedback and talk about future meetings.

Dr. Jan Greenwood passed to everyone in attendance a blue folder with very important information and said to please bring the folder to each of the meetings and said that they can be reached 24 hours for questions and even on week-ends.

Dr. Jan stated that nobody from the committee is eligible to be a candidate. She also stated that nothing will be put in writing from something heard about a candidate until the information is checked out and verified.

Dr. Greenwood went over the following documents in the folder:

1. Check List
2. The Draft Position Announcement
3. Evaluation Resumes and CV's
4. Criteria Check List (this list is to be used when evaluating a candidate).
5. To Do List (questions for prospect to be done by the candidate and used as a self assessment tool). Do not change questions 6 and 7.

Dr. Greenwood asked the committee to look at the tentative search calendar schedule. The advertisement has to be finalized this week and pointed out that from now until January 12, the Search Committee will be reviewing leading prospects for consideration.

Round One of Interviews: the Committee will conduct interviews of leading candidates and select candidates for referencing; discuss referencing strategies. January 25, 26, 2010

Reference Feedback Meeting (by phone or video)

February 9, 2010, 12:00 p.m. – 3:00 p.m.

Round Two of Interviews (may need additional days TBD)

February 17-26, 2010

G/A&A and Search Committee Discussion and Recommendation (by phone or video)

March 2, 2010, 12:00 p.m. – 3:00 p.m.

Dr. Greenwood pointed out that it was a team effort to recruit the best candidates and if somebody in the committee knew somebody that was interested in applying to go ahead and give that person a call.

She also asked what were the committee's expectations in selecting a candidate.

The committee decided that they prefer somebody that has been a full professor, tenured, who has done research and publications and gets along with the faculty.

Dr. Greenwood said that the round one of interviews will be done at the Sofitel Hotel because its closer to the airport. They will set up the meeting, but cannot sign the contract with the hotel. Jan or Jean will follow up with Ana.

Ad Placement

Jean asked the committee for the updated ad by Friday, so she can meet the deadline for the Chronicle, Hispanic Outreach and Higher Ed, etc.

Dr. Greenwood asked the committee that by end of this week the ad, position description and questionnaire had to be finalized.

Dr. Jan Greenwood thanked the committee and said that it was a terrific group.

The next meeting is scheduled for November 4th at 5:00 p.m. to revise the questionnaire and position description

The meeting ended at 2:40 p.m.

Respectfully submitted by,
Ana Estevill

Florida International University SOA

**Search and Screen committee
for SOA Director Minutes**

November 4, 2009, RB 280

Present at meeting:

Dr. Chun-Hao Chang – Chair, Search & Screen Committee, FIU

Dr. Steve Lin – Search & Screen Committee, FIU

Dr. Lewis F. Davidson (by conference call) Search & Screen Committee, FIU

Dr. Antoinette Lynch – (by conference call) Search & Screen Committee, FIU

Prof. Wendy Gelman – Search & Screen Committee, FIU

Ana Estevill – Recording Secretary, FIU

Dr. Chang made a motion to approve the minutes of October 27, 2009. The minutes were approved.

Dr. Chang announced that the position for School of Accounting Director, position Number 44264, has been approved and the committee now can go to the FIU JOBSLink system to review the postings. He also said that the advertisement had been approved.

Dr. Chang said that Greenwood/Asher & Associates had given the committee a time line and to bring the blue folder to the next meeting. He then asked the committee if they had the questionnaire in front of them.

Sample Questions for Prospects

The group discussed the questionnaire and went over each question one by one. Some changes were made to the questionnaire.

The following items were reviewed/ changed or left the same:

Largest budget you have managed (excluding salaries that you have managed) if applicable.

Current # of tenured track faculty/# of non-tenured track faculty in your department.

Largest total # of full time staff managed.

Largest amount raised from external constituents.

Number of referee publications in the last five years.

Number of dissertation committees you have served on.

Number of dissertation committees you have chaired.

List community board memberships.

List conference presentations in the last three years.

Currently full professor with tenure (yes/no).

Questions modified/changed:

No.5 – **Describe your management philosophy** and experience with hiring smart, developing talent, delegating, and holding people accountable? To explain your experiences, provide an example of an accomplishment, the role you were in, and the process you used.

No. 8 – Have you step down **as an administrator**; if so, what were the circumstances?

Dr. Chang then discussed and went over the second document called: **THE POSITION; DIRECTOR SCHOOL OF ACCOUNTING**. The committee made a few suggestions to change some of the wording of the document.

Dr. Chang pointed out to the committee that the candidates cannot be screened until the pool is certified and asked the committee if the dates for the scheduled meetings were OK with them.

Round One of Interviews: the Committee will conduct interviews of leading candidates and select candidates for referencing; discuss referencing strategies. January 25, 26, 2010

Reference Feedback Meeting (by phone or video)

February 9, 2010, 12:00 p.m. – 3:00 p.m.

Round Two of Interviews (may need additional days TBD)

February 17-26, 2010

G/A&A and Search Committee Discussion and Recommendation (by phone or video)

March 2, 2010, 12:00 p.m. – 3:00 p.m.

Wendy Gelman checked her schedule and has no conflict with the meeting of January 25th and 26th.

Dr. Chang will call Greenwood/Asher to let them know if there is a conflict with the meeting dates.

Dr. Steve Lin will send an e-mail to Dr. Chang with his spring teaching schedule.

Dr. Lynch and Dr. Davidson have no problem with the schedule.

The next Search and Screen meeting is scheduled for January 12, 2010.

Dr. Chang thanked everyone for attending the meeting and said that if there was a need to meet again before January 12th, he would let the committee know a week in advance.

A motion was made to adjourn the meeting. The meeting adjourned at 7:30 p.m.

Respectfully submitted by,
Ana Estevill

Florida International University SOA

**Search and Screen committee
for SOA Director Minutes**

December 14, 2009 in RB 280

**Minutes of the S&S Committee for Director
School of Accounting
December 14, 2009
RB 280**

Present at meeting:

Dr. Chun-Hao Chang – Chair, Search & Screen Committee, FIU

Dr. Steve Lin – Search & Screen Committee, FIU

Dr. Lewis F. Davidson (unavailable) Search & Screen Committee, FIU

Dr. Antoinette Lynch – (by conference call) Search & Screen Committee, FIU

Prof. Wendy Gelman – Search & Screen Committee, FIU

Jean Eisel – (by conference call) Greenwood/Asher & Associates

Ana Estevill – Recording Secretary, FIU

Dr. Chang made a motion to approve the minutes of November 4, 2009. Wendy Gelman made a motion to change the minutes to say that she will have no conflict with the meeting of January 25th and 26th. The minutes were approved to include the change.

Dr. Chang said that the purpose of the meeting was that the pool of candidates was not certified yet and without the certification the committee could not discuss the candidates. Also he said that the process was not moving fast.

Dr. Chang and the committee discussed the process and went over some of the questions they wanted to ask Jean Eisel of Greenwood/Asher & Associates.

A conference call was made to Jean Eisel of Greenwood/Asher & Associates. Jean said that she had placed a call to Cloe in Human Resources to certify the pool of candidates. There are 14 candidates that have applied and I will e-mail the committee the link so the committee can review the candidates. She said that there is a time line and that the pool has officially been certified now and that on January 12th the committee has to make a decision on who they want to bring in for an interview. Jean said that the candidates she has contacted have been asked if they are available for an interview on January 25th and 26th.

Antoinette Lynch noticed that the AAA website has a glitch. She said that when she typed the word “chair” the School of Accounting position did not come up. However, when she typed “FIU” the position came up. Dr. Chang asked Jean to look into this so it can be corrected.

Dr. Chang will send an e-mail to the School of Accounting faculty to see if they can recommend anybody for the position of Director for the School of Accounting.

Dr. Chang asked the committee to meet again on Monday, January 4th at 2:00 p.m. in RB 280 to review the pool of candidates and asked Ana Estevill to print hard copies of the applicant pool that Jean will e-mail to the committee.

Dr. Lin asked Ana to provide samples of forms for the assistant professor search which were used in other S&S meetings and to bring to next meeting.

A motion was made to adjourn the meeting. The meeting adjourned at 2:00 p.m.

The committee was treated to pizza and refreshments.

Respectfully submitted by,
Ana Estevill

Florida International University SOA

**Search and Screen committee
for SOA Director Minutes**

January 4, 2010 - RB 280

**Minutes of the S&S Committee for Director
School of Accounting
January 4, 2010
RB 280**

Present at meeting:

Dr. Chun-Hao Chang – Chair, Search & Screen Committee, FIU

Dr. Steve Lin – Search & Screen Committee, FIU

Dr. Lewis F. Davidson - Search & Screen Committee, FIU

Dr. Antoinette Lynch – Search & Screen Committee, FIU

Prof. Wendy Gelman – Search & Screen Committee, FIU

Dr. Joyce Elam – Executive Dean, College of Business, FIU

Ana Estevill – Recording Secretary, FIU

The meeting started at 2:00 p.m. Dr. Chang made a motion to approve the minutes of December 14, 2009. The minutes of the last Search and Screen were approved.

Dr. Chang said that the purpose of the meeting was a preliminary review of the resumes to prepare for the next meeting on January 12, 2010. He said that as of this morning, we have 16 active applications.

The committee went over each of the applicant's resumes and prepared questions to ask the search firm. Dr. Chang will contact Jean Eisel of Greenwood/Asher & Associates.

Dr. Chang thanked Dr. Joyce Elam for coming to the meeting to answer questions and concerns that the Search and Screen Committee might have.

Dr. Elam informed the committee that the ideal candidate would be a person with a strong record of leadership. We need someone who meets our criteria and price range. The School of Accounting has a lot of administration work and the candidate should have experience in administration.

The next meeting is scheduled for Tuesday, January 12, 2010 at 12:00 Noon in RB 280.

The meeting adjourned at 4:00 p.m.

Respectfully submitted by,
Ana Estevill

Florida International University SOA

**Search and Screen committee
for SOA Director Minutes**

January 12, 2010, RB 280

**Minutes of the S&S Committee for Director
School of Accounting
January 12, 2010
RB 280**

Present at meeting:

Dr. Jan Greenwood - President & Partner, Greenwood/Asher & Associates, Inc.
Dr. Jean Eisel – Executive Search Consultant, Greenwood/Asher & Associates, Inc.
Dr. Chun-Hao Chang – Chair, Search & Screen Committee, FIU
Dr. Steve Lin – Search & Screen Committee, FIU
Dr. Lewis F. Davidson Search & Screen Committee, FIU
Dr. Antoinette Lynch – Search & Screen Committee, FIU
Prof. Wendy Gelman – Search & Screen Committee, FIU
Ana Estevill – Recording Secretary, FIU

Lunch was provided and the meeting was called to order at 12:30 p.m.

Dr. Chang made a motion to approve the minutes of January 4, 2010. The minutes were approved.

The committee met with Dr. Jan Greenwood and Dr. Jean Eisel from the consulting firm to review the candidates for the Director's position.

Dr. Chang turned the meeting over to Jan and Jean and thanked them for coming to the meeting.

Dr. Jan Greenwood said that the purpose of the meeting was to review the active candidate list and select the candidates for round one of interviews.

Dr. Jan Greenwood updated the committee on their progress: They reached out to approximately 350 candidates, solicited nominations from deans and associate deans, and focused on people with experience and research activity. Approximately 32 percent women and minorities have applied.

The committee reviewed the status of all candidates who were contacted Greenwood/Asher & Associates. Focusing on the active list of candidates, the committee narrowed the applications down to 12 candidates for round one of interviews.

The committee reviewed and discussed interview material and procedures. The first set of interviews will take place at the Sofitel hotel on January 25, 2010, at 8:00 a.m. The committee decided to meet again on Tuesday, January 19, 2010 at 1:30 p.m. in RB 280. The committee will meet to compile questions for round one interviews next week at the Sofitel Hotel.

The meeting ended at 4:00 p.m.

Respectfully submitted by Ana Estevill

Florida International University SOA

**Search and Screen committee
for SOA Director Minutes**

January 19, 2010 at 5:00PM RB280

**Minutes of the S&S Committee for Director
School of Accounting
January 19, 2010
RB 280**

Present at meeting:

Dr. Chun-Hao Chang – Chair, Search & Screen Committee, FIU

Dr. Steve Lin – Search & Screen Committee, FIU

Dr. Lewis F. Davidson Search & Screen Committee, FIU

Dr. Antoinette Lynch – Search & Screen Committee, FIU

Prof. Wendy Gelman – Search & Screen Committee, FIU

Ana Estevill – Recording Secretary, FIU

Dr. Chang made a motion to approve the minutes of January 12, 2010. The minutes were approved.

Dr. Chang said that the purpose of the meeting was to come up with questions for round one of interviews at the Sofitel Hotel on January 25th and 26th and said that a few candidates had withdrawn from round one of interviews.

The committee reviewed and discussed interview material and procedures and came up with 10 questions for the interview process.

The committee asked Ana Estevill to make hard copies of the questions and bring them to the Sofitel for round one of interviews.

The committee had a few concerns and Dr. Chang will call Jean Eisel of Greenwood/Asher with the following:

Should the committee provide the questions in writing or should they be verbal?

Should a hard copy of the candidate list be released?

Can the Skype interview be moved from #1 spot to some other time?

Dr. Chang asked Ana Estevill to call the Sofitel to make sure that they will provide a projector and screen for round one of interviews.

The meeting adjourned at 4:15 p.m.

Respectfully submitted by Ana Estevill

Florida International University SOA

**Search and Screen committee
for SOA Director Minutes**

January 25 - 26, 2010, Sofitel Hotel

**Minutes of the S&S Committee for Director
School of Accounting
January 25 - 26, 2010
Sofitel Hotel**

Present at meeting:

Dr. Jan Greenwood - President & Partner, Greenwood/Asher & Associates, Inc.
Dr. Jean Eisel – Executive Search Consultant, Greenwood/Asher & Associates, Inc.
Dr. Chun-Hao Chang – Chair, Search & Screen Committee, FIU
Dr. Steve Lin – Search & Screen Committee, FIU
Dr. Lewis F. Davidson Search & Screen Committee, FIU
Dr. Antoinette Lynch – Search & Screen Committee, FIU
Prof. Wendy Gelman – Search & Screen Committee, FIU
Ana Estevill – Recording Secretary, FIU
Dr. Kanna Raghunandan - Observer

The Search and Screen Committee met at 8:00 a.m. on January 25 and 26 at the Sofitel Hotel to do round one of interviews with the candidates.

Dr. Jan Greenwood of Greenwood/Asher & Associates walked the committee through the questions to ask the candidates.

Dr. Chang introduced the committee members to each candidate.

The committee interviewed a total of nine candidates, four candidates on January 25 and five candidates on January 26 and asked each candidate a total of twelve questions each. The first question asked why they are interested in coming to Miami and FIU. Then the committee asked about the following areas: vision and leadership, their management skills, administrative skills, judgment and decision-making skills, resource development, knowledge about their areas of specialty and experience.

The committee advanced 7 candidates for reference check and will reconvene on Feb. 11, 2010 to discuss the reference feedback received. At that point, the committee will invite the top candidates for campus visits to meet with the Dean, Accounting Advisory Board, students and faculty. The possible dates for these campus visits are February 12, 17, 22, 23 and 24.

A tentative schedule for the campus interview was discussed. A two-day visit was suggested – one day of campus visit and real estate tour and a second day of on campus meetings. Greenwood/Asher & Associates will tally the faculty feedback.

The committee will meet again to go over the reference feedback and short list the candidates for campus visits on February 11.

The meeting ended at 8:00 p.m. on January 25 and 26.

Respectfully submitted by Ana Estevill

Minutes of the S&S Committee for Director

School of Accounting

February 11, 2010

Room RB 280

**Minutes of the S&S Committee for Director
School of Accounting
February 11, 2010
Room RB 280**

Present at meeting:

Dr. Jan Greenwood – (phone) President & Partner, Greenwood/Asher & Associates, Inc.

Dr. Betty Asher – Vice President & Partner, Greenwood/Asher & Associates, Inc.

Dr. Jean Eisel – Executive Search Consultant, Greenwood/Asher & Associates, Inc.

Dr. Chun-Hao Chang – Chair, Search & Screen Committee, FIU

Dr. Steve Lin – Search & Screen Committee, FIU

Dr. Lewis F. Davidson Search & Screen Committee, FIU

Dr. Antoinette Lynch – Search & Screen Committee, FIU

Prof. Wendy Gelman – Search & Screen Committee, FIU

Ana Estevill – Recording Secretary, FIU

The Search and Screen Committee met at 12:00 p.m. on February 11, 2010 to conduct reference feedback on candidates applying for the School of Accounting directorship. Lunch and refreshments were provided.

The committee discussed the six candidates which required reference checks and additional information. The committee then decided to advance four candidates for campus interviews. The campus interviews will be on February 17th, 22nd, 23rd and 24th. Greenwood/Asher & Associates will tally the faculty feedback.

A tentative schedule for the campus interview was discussed. A two-day visit was suggested – one day of campus visit and real estate tour and a second day of on campus meetings. Ana Estevill will schedule the agendas and coordinate with Jean Eisel.

Dr. Chang distributed a draft of a letter to the SOA faculty from the Search and Screen Committee regarding the interview process. The letter was approved and will be sent to the School of Accounting faculty.

A skype interview is scheduled for 12:45 p.m. on Wednesday, February 17th in RB 280 for one of the candidates that was not able to attend the first round of interviews.

The meeting adjourned at 2:30 p.m.

Respectfully submitted by
Ana Estevill

**Minutes of the S&S Committee for
Director School of Accounting**

March 2, 2010

Room RB 280

**Minutes of the S&S Committee for Director
School of Accounting
March 2, 2010
Room RB 280**

Present at meeting:

Dr. Betty Asher (phone) – Vice President & Partner, Greenwood/Asher & Associates, Inc.
Dr. Jean Eisel (phone) – Executive Search Consultant, Greenwood/Asher & Associates, Inc.
Dr. Joyce Elam – Dean, College of Business, FIU
Dr. Chun-Hao Chang – Chair, Search & Screen Committee, FIU
Dr. Steve Lin – Search & Screen Committee, FIU
Dr. Lewis F. Davidson Search & Screen Committee, FIU
Dr. Antoinette Lynch – Search & Screen Committee, FIU
Prof. Wendy Gelman – Search & Screen Committee, FIU
Ana Estevill – Recording Secretary, FIU

The Search and Screen Committee met at 12 p.m. on March 2, 2010. The following occurred:

1. Committee members discussed the viability of each candidate as the Director of School of Accounting.
2. Greenwood/Asher & Associates summarized the surveys/feedback on each candidate.
3. The Committee will place any additional candidates on hold in the likelihood that the position remains vacant.

Dr. Joyce Elam will review the information provided by the search firm and the committee and make a decision in the near future.

Lunch and refreshments were provided.

The meeting adjourned at 1:30 p.m.

Respectfully submitted by
Ana Estevill