Department of Occupational Therapy
Chair Search Committee Meeting
September 10, 2013, 5:00 pm
HPNP 4102

Committee members in attendance: Dr. J. Foss, Dr. D. Janicke, Dr. D. Martin, Dr. O. Shechtman, Dr. K. Vandenborne
Committee members absent: Dr. C. Kreider
Also in attendance: Dr. M. Perri and Ms. B. Dermott

1. Dr. Perri provided the charge to the committee and reviewed the requirements related to Government in the Sunshine. Dr. Perri noted that all meeting agendas and minutes must be posted. AP: Brigit Dermott will create a web page to host documents related to the search.

2. It was agreed that the first task for the committee will be to write a position description and advertisement. These will be prepared in advance on the October 3-4 OT program directors’ summit in Atlanta.

3. Dr. Perri noted the importance of reaching out to a diverse pool of candidates.

4. The committee discussed the timeline for the search. The goal is to have a new chair in place for start of the 2014-2015 academic year.

5. The search committee will next meet on Tuesday, September 17, at 5:00 pm in HPNP 4102.