

## ADMINISTRATIVE/PROFESSIONAL STAFF COUNCIL Screening Committee for Director of New Student Programs

The first meeting of the Screening Committee was November 4<sup>th</sup>. Members of the committee include: Lisa Peden (Chair), Thomas Calhoun, James Liberman, Julie Virgo, Meredith Rhoads and Minal Thakkar. There we received our charge from Dr. Larry Dietz. Announcements of the position opening were placed in various professional publications. A review of applications was to begin after December 1, 2005. Our second meeting was December 2. At this meeting we established the evaluation grid for use in evaluating the candidate's applications. Members of the committee worked individually to review the 33 applications. During the initial screening, we reduced the qualified applicants to eight. When we met on December 12, we further reduced these applications to 4 that we wanted to screen. Lisa then scheduled phone calls with the candidates for Wednesday, December 21, 2005. Probably due to the holiday season, we actually talked with only 2 of the applicants. Phone calls have been scheduled for January 27, 2006 with the remaining 2 applicants.

The committee decided to extend the search to attract a larger applicant pool. It was thought that the short time between the announcement and the beginning of the review of applications would have some potential applicants concluding that there was, perhaps, an 'in house' candidate that was already selected. Additionally, late winter and early spring, seem to be more of a 'down time' for professionals in this career field. Extending the search might, thus, give more people time to research SIUC and to put their application together.

No date has been set, at this time, for a beginning of the review of new applications and no date has been set as a 'start' date for the position.

Respectfully submitted,

Keith McQuarrie