

College of Veterinary Medicine Dean Search Committee Meeting March 3, 2008

Attendees:

Dr. Frank Andrews, Professor LACS
Dr. Caula Beyl, Committee Co-Chair
Dr. John Chambers, Advisory Board Class 2010
Dr. David Edwards, Professor and Interim Head
Dr. Chuck Halford, President/ Small Animal Practitioner (via conference call)
Dr. Charles Hamilton, Prof. ITHCS/Director MPH
Dr. Robert Holland, Professor and Department Head
Mrs. Tonya Kenley, Budget Director CVM
Dr. India Lane, Associate Professor & Director Medical Services
Dr. Casey LeBlanc, Assistant Professor
Mrs. Debbie Nelson, Veterinary Hospital Staff
Mr. Paul Nolen, CVM Student
Dr. Sharon Patton, Professor, Comparative Medicine
Dr. Olya Smrkovski, Resident
Dr. Karen Tobias, Professor/SA Surgery
Mrs. Julie Wharton, CVM Board of Advisors Member (via conference call)
Mr. Gary Daugherty, Senior Vice President, Parker Executive Search (PES)

1. Welcome and Introductions

Dr. Caula Beyl opened the meeting and introductions were made by the Search Committee Members. Mr. Gary Daugherty, the Senior Vice President of Parker Executive Search (PES), addressed the group and shared information about his company and the successful searches for which PES has provided services. Ms. Katie Bain will be assisting Mr. Daugherty in the CVM search process.

2. Expectations/Attributes/Qualifications/Experience of the Successful Dean

Mr. Daugherty asked the committee to share their desired qualifications for the next Dean. Dr. Beyl read through the list of desired qualifications from the last meeting (as listed below) and indicated that the Position Announcement Sub-Committee incorporated these qualifications into the announcement.

- fund-raising
- budgetary experience
- previous administrative experience
- commitment to academic excellence and quality education
- teamplayer
- engage with external constituencies
- interest in public health

- interest in agriculture
- recognize needs of the farmers in the state of Tennessee (equine practitioners)
- good communicator
- accessible by the consuming public (proactive across the state)
- proactive in diversity hires (proven past experience)

3. Position Description

The proposed position announcement was reviewed and approved with the understanding that the EEO language would be added by Dr. Beyl before being sent to the Office of Equity and Diversity.

4. Proposed Search Timeline

Mr. Daugherty provided the committee with the proposed timeline:

March 3 – Meet with Dean Beyl and the Search Committee to review the search approach, process, and candidates' requirements.

March - June – Candidate identification will proceed through advertising, correspondence and direct phone calls by PES to identify qualified candidates interested in the position.

March/April – Position will be advertised..

March 25 and April 25 – Conference calls will be made from PES to Dr. Beyl and written reports provided to the Search Committee to update them on the status of the search.

May 20 – Search Committee will be provided access to a secure website where all resumes submitted for consideration will be posted by 5:00 pm EST.

May 28 – PES will meet with the committee and provide a recommendation of approximately eight candidates for the position. Recommendations from the committee will also be shared at this time.

Week of June 9 – Two days during this week will be selected for airport interviews with approximately eight candidates.

Weeks of June 16 and June 23 – On-campus interviews will be held with 4-5 candidates.

Late June 2008 – Offer may be extended to selected candidate. PES will contact all candidates who are not selected for final consideration.

TBD – Dean of CVM will begin new position.

5. Overview of Search Process

Nominations from faculty/staff are encouraged and should be submitted directly to PES. Most quality candidates come from personal nominations. Applicants will be required to submit a letter of application, curriculum vita, and responses to a list of search-specific questions developed by PES.

Mr. Daugherty discussed appropriate venues in which to advertise the position announcement that would target academia, government, and industry. He suggested a website be set up from the CVM web-page which will serve as an advertising tool as well as an informational site for faculty and staff.

The first round of interviews will take place at the Airport Hilton the week of June 9. Each candidate will be given an hour and a half to meet with the search committee. Following the airport interviews the committee will select 4-5 candidates to bring on-campus for interviews. Mr. Daugherty suggested that spouses be invited to visit campus during the on-campus interviews.

6. Confidentiality Issues

Applicant names are to be kept strictly confidential until the final cadre of 4-5 candidates are selected, invited, and have agreed to on-campus interviews. All questions concerning applicant nominations should be directed to PES.

7. Search Committee Spokesperson

Dr. Caula Beyl is the spokesperson for the Committee. All inquiries and comments from individuals, newspapers, etc., should be directed to Dr. Beyl.

8. Campus Feedback / Search Website

Contact information for committee members, minutes from meetings, the timeline, and the position announcement will be posted on a website linked through the CVM webpage.

9. Proposals for Subcommittees

Subcommittee to develop questions for airport interview –

Dr. Karen Tobias, Chair

Dr. Robert Holland

Dr. Charles Hamilton

Subcommittee to develop agenda for on-campus interviews –

Dr. India Lane, Chair

Dr. Olya Smrkovski

Dr. Paul Nolen

Subcommittee for contacting references –

Dr. Sharon Patton, Chair

Dr. Casey LeBlanc
Dr. David Edwards
Dr. Frank Andrews

Dr. Beyl will work with the Dean's office in Veterinary Medicine to put together a media package to provide to candidates, and will also send an e-mail out to UTIA faculty updating them on the search and soliciting nominations for applicants.

10. Other Items and Questions

Minutes of the February 6, 2008, meeting were approved as presented.

11. With no further business, the meeting adjourned.