

## **Hiring Taskforce Committee Minutes, Spring 2022**

March 29, 2022

Atlanta

**Chair:** Glen Brewster; Diane Steinberg, Shannin Schroeder, Jeannine Szostak, William Johnson; affiliates Carrie Fitzpatrick and Kevin Stemmler not in attendance

### **1. Status update on searches for Sigma Tau Delta and NEHS Executive Director (ED) positions**

Both positions are still waiting on approval by the Northern Illinois Human Resources, so we have been doing contingency planning for interim positions for both, allowing for overlap with the current EDs.

### **2. Planning for interim position for NEHS Executive Director**

The ad hoc committee agrees that candidates do not need to be limited to the current Advisory Council, but they would be strong candidates. We recommend that the Central Office pursue an “extra help” position immediately for an interim, and may well be the person transitioned to the permanent NEHS ED when that becomes possible.

### **3. Planning for interim position for Sigma Tau Delta Executive Director**

In the event that an interim Executive Director is necessary, we recommend that the decision for the appointment on an interim ED will be made by the EC in consultation with the Director of Society Operations and the Executive Director. A call for letters of interest will be sent by the Central Office to [current and former members of the Board and all faculty advisors] with a deadline of Monday, May 16, and letters of intent would need to be sent to the Director of Society Operations for review.

The ad hoc committee discussed options, including hiring as an interim director someone currently familiar with the organization, in hopes that the interim will be able to be part of the transition overlapping with Bil’s retirement date through the summer.

### **4. Planning for process for review of applications, interviews, and selection of new Sigma Tau Delta Executive Director**

We reviewed ideas from our discussion at a March 18 Zoom meeting, including potential members of the search committee (representatives from the Executive Committee, the Central Office, and the Past Presidents advisory Council), with an awareness that these ideas would need to be negotiated with the NIU Human Resources office.

### **5. Review of potential interview questions for Sigma Tau Delta Executive Director**

We agreed to continue these discussions through our shared Google doc. Bil sent useful documents to help in revising our early draft of interview questions. We also sketched a plan for future Zoom meetings.

Submitted by Glen Brewster, Chair