

## Appendix I – Example of Report Summary and Recommendations from the Search Committee

### Example #1

The faculty members who served on this search committee were: Dan Ross, Ken Hatch, Ken Carroll, Sarah Labovitz and Tim Oliver who served as chair. There were a total of 68 applicants for the position. Each member of the search committee independently reviewed candidate applications which included a cover letter, CV, references, and links to audio/video performances. After the independent review, the committee met and voted on the viability of candidates to continue to the first stage of interviewing. Each committee member was encouraged to vote for as many candidates as he/she wished to move forward in the process. Based upon this vote, nearly half of the candidates were removed from the pool, as they failed to garner a single vote. A discussion of the remaining candidates, many of whom only received one or two votes, reduced the field to nine candidates for Skype interviews. Soon after this meeting, one candidate accepted another position which reduced the pool to eight candidates for Skype interviews.

Skype interviews were conducted on April 28<sup>th</sup> and May 2<sup>nd</sup>. All committee members were in attendance for these interviews. Each candidate was asked the same set of questions by members of the search committee. Subsequent discussion of these candidates by committee members led to a further reduction of the pool to three candidates for on-campus interviews. These candidates were:

**Dr. Tara Schwab**

Assistant Professor of Flute & Music Literature  
University of Wisconsin – Stevens Point  
Stevens Point, WI  
On-campus, May 9-11

**Dr. Timothy Hagen**

Adjunct Instructor of Flute  
Brookhaven College  
Dallas, TX  
On-campus, May 11-12 (*he withdrew from the search on May 10, 2017 since he accepted another position*)

**Dr. Sarah Jane Young**

Adjunct Professor of Flute  
Bethune-Cookman University  
Daytona Beach, FL  
On-campus, May 14-15

Prior to the on-campus visits, members of the search committee contacted references provided by each candidate and shared the information gathered with the entire search committee. Additionally,

prior to and during the on-campus visits, all Department of Music Faculty were encouraged to offer feedback based on their interactions with the candidates. This was also encouraged students.

All members of the search committee were present during each of the candidate's on-campus visits. Each visit included: a flute recital; teaching flute lessons to three undergraduate music major students (Dr. Young only taught 2 students since the third student was ill during the scheduled lesson time); a rehearsal with pianist Dr. Lauren Schack Clark; individual meetings with Dr. Marika Kyriakos, Dr. Carl Cates, Dr. Gina Hogue and a representative from Human Resources; community and campus tour; an exit interview with the search committee; meals with various committee members; and transportation to and from Memphis International Airport with the chair of the search committee.

The search committee has considered all of this information as well as our own interactions, observations, and assessments of each candidate. As a result, we offer the following recommendations.

### **Acceptable Candidates**

There is unanimous consensus that both Dr. Tara Schwab and Dr. Sarah Jane Young are acceptable candidates for this position. The committee believes both candidates would successfully discharge the responsibilities of the position and successfully earn tenure and promotion at Arkansas State University.

### **Preferred Candidate**

There is unanimous consensus that Dr. Tara Schwab be the preferred candidate for this position. It is the recommendation of this committee that a verbal offer be extended as soon as possible in order to begin the process of finalizing an appointment and consequently concluding this search.

Respectfully submitted, May 16, 2017  
Dr. Tim Oliver, Search Committee Chair