

RECRUITMENTS CONDUCTED UNDER THE FLORIDA SUNSHINE LAW

PUBLIC NOTICES

All meetings and interviews conducted as Sunshine Recruitments are required to be publicized at least seven days in advance. Publication is made on the [UWF Public Meetings](#) webpage. To submit a Public Meeting Notice, as required by the Florida Sunshine Law, complete the [UWF Event Calendar form](#). The "Meetings" calendar must be selected and "Public Meeting Notice" must be selected in the Event Type field.

You will need to make sure that you mark "Yes" to the following question:

- Is the general public invited to attend? Note: The media would be considered general public.

The announcement must include the

- Position Name
- Position Number
- Meeting or Interview Date and Time
- Location
- Contact Information
- Purpose of the meeting: To discuss _____ and other related topics. Examples: conduct candidate interviews, review candidate applications, discuss qualifications of candidates, deliberate on selection of candidates. (this is lieu of having to post an agenda)
- The minutes will be available upon request after the meeting by contacting hr@uwf.edu or 850.474.2694.
- ADA statement - "ADA Statement: Pursuant to the provisions of the Americans with Disabilities Act, any person requiring special accommodations to attend this meeting is requested to advise UWF by contacting the UWF Human Resources at 850.474.2694 (Voice) or 850.857.6158 (TTY) at least 48 hours before the meeting."

EXAMPLES

Search Committee Meeting

Search Committee Meeting for Director, Sponsored Research:

The Search Committee for Director, Sponsored Research (position #123456) will hold a committee meeting on July 23, 2021, at 10:00 a.m. for the purpose of discussing the committee charge, logistics and other related topics. This is a public meeting to which all persons are invited. The meeting will be held in Building 10, Room 247. For additional information contact Minnie Mouse, mmouse@uwf.edu. The minutes of the meeting will be available upon request after the meeting by contacting hr@uwf.edu or 850.474.2694.

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Phone Interview and Search Committee Meeting

Phone Interviews & Search Committee Meeting for Director, Sponsored Research:

The Search Committee for Director, Sponsored Research (position #123456) will hold a committee meeting to conduct candidate phone interviews, hold discussions and deliberation on selection of candidates and other related topics on August 17, 2021, in the Building 12, Alumni Room. This is a public meeting to which all persons are invited to attend in person. The phone interviews will be conducted as follows:

- 8:00am John Smith
- 9:00am Suzie Green
- 10am Sallie Mae
- 11am Davey Lewis
- 12pm Lunch

1:00 p.m. – Discussions and deliberation for selection of candidates to move forward to the next step in the selection process.

All interview start times and discussions are contingent upon adjournment of the previous interviews.

For additional information contact Minnie Mouse, mmouse@uwf.edu. The minutes of the meeting will be available upon request after the meeting by contacting hr@uwf.edu or 850.474.2694.

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Virtual Interviews

Virtual Interviews for Director, Sponsored Research:

The Search Committee for Director, Sponsored Research (position #123456) will hold a series of committee meetings in order to conduct candidate interviews and other related topics. This is a public meeting to which all persons are invited to attend by using this link: <http://examplevirtualmeeting.com>. The public is also invited to attend by phone at 888.555.2929 and use passcode: 123456. The dates and times of the meetings are as follows

- July 23, 2021, 10:00 a.m. – Anita Job
- August 24, 2021, 1:30 p.m. – Krystal Ball
- September 22, 2021, 9:00 a.m. – Sam Sung

- September 28, 2021, 11:00 a.m. – Donald Duck

For additional information contact Minnie Mouse, mmouse@uwf.edu. The minutes of the meeting will be available upon request after the meeting by contacting hr@uwf.edu or 850.474.2694.

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Search Committee Meeting (In-Person and Virtual)

Search Committee Meeting for Director, Sponsored Research:

The Search Committee for Director, Sponsored Research (position #123456) will hold a committee meeting on July 23, 2021, 10:00 a.m., for the purpose of selecting candidates for on campus interviews and other related topics. This meeting will be held in Building 10, Room 247. This is a public meeting to which all persons are invited. The public is also welcome to attend virtually or by phone: <http://examplevirtualmeeting.com>, or 888.444.2929 and use passcode: 123456.

For additional information contact Minnie Mouse, mmouse@uwf.edu. The minutes of the meeting will be available upon request after the meeting by contacting hr@uwf.edu or 850.474.2694.

“ADA Statement: Pursuant to the provisions of the Americans with Disabilities Act, any person requiring special accommodations to attend this meeting is requested to advise UWF by contacting the UWF Human Resources at 850.474.2694 (Voice) or 850.857.6158 (TTY) at least 48 hours before the meeting.”

In-Person Campus Interviews

Campus Interviews for Director, Sponsored Research:

The Search Committee for Director, Sponsored Research (position #123456) will hold committee meetings for candidate interviews with different groups on campus and to discuss other related topics in the Building 12, Alumni Room, as follows:

- July 23, 2021
 - 9:30am Search Committee
 - 10:30am Extended Cabinet
 - 11:30am Department Group (i.e. Human Resources)
 - 1:30 pm Open Forum
 - 2:30pm SGA

4:30pm Reception with Community Members

All event and interview start times are contingent upon adjournment of the previous event and interview. All events and interviews will be held in Building 12, Alumni Room. This is a public meeting to which all persons are invited.

August 24, 2021,

- 9:30am Search Committee
- 10:30am Extended Cabinet
- 11:30am Department Group (i.e. Human Resources)
- 1:30 pm Open Forum
- 2:30pm SGA
- 4:30pm Reception with Community Members

All events and interview start times are contingent upon adjournment of the previous event and interview. All interviews will be held in Building 12, Alumni Room. This is a public meeting to which all persons are invited.

For additional information contact Minnie Mouse, mmouse@uwf.edu. The minutes of the meeting will be available upon request after the meeting by contacting hr@uwf.edu or 850.474.2694.

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