

Faculty search committee meetings fall under Florida's Open Meetings and Open Record Laws. This means that search committee meetings must be posted within a reasonable period before gathering. As a best practice, we recommend three to seven days when possible.

The notice can occur in one of two places, the college or unit's website and/or the Recruitment and Staffing's [Search Committee Public Meeting Notices](#) section. For the latter, please send your request to talent@hr.ufl.edu with the following information:

- Position Title
- Department
- Location of Meeting
- Date
- Time
- Contact Information