

The State Sunshine Law

In accordance with Florida's Open Meetings and Open Records Laws, a search committee meeting is defined as "when two or more search committee members assemble to discuss the specifics of the search." All search committee meetings are open to the public, including when the search committee interviews candidates.

Posting the Meeting

- Post notices of meetings prior to the meeting taking place (three to seven days, if possible)
- Conduct an open meeting and maintain meeting minutes. In general, all written documents made or received by the search committee are public.
- We recommend posting on the departmental or college website or [UFHR calendar](#).

Allowing for Public Comment

- During the meeting, the general public will only be observing the meeting. However, the general public should be allowed to make public comments, no more than 15 minutes, before the search committee reaches a decision, especially before developing a shortlist of candidates.

Accessibility

- It is important for the search committee members to hold meetings where they are easily accessible by the general public and not to carry on one-on-one conversations with other search committee members in person, by phone, or through email.

Documenting the Search

- Information on all individuals who were hired and any documents that reflect reasons for rejections, selection or non-selection of candidates, as well as documents recording the recruitment and selection process and criteria for selection, should be maintained for a period of four years from the date the position is filled.
- Electronic applications submitted via Careers at UF, will be maintained centrally by Human Resource Services.

Managing Documentation

- Notes taken for recall purposes only are not public record
- If notes taken are shared with others, then they are public record

Equal Employment Opportunity

- It is recommended that advertisements and announcements contain the following statement regarding the Sunshine State Law:

The University of Florida is an Equal Employment Opportunity employer, dedicated to building a broadly diverse and inclusive faculty and staff. The University of Florida invites all qualified applicants, including minorities, women, veterans, and individuals with disabilities to apply.

The University of Florida is a public institution and subject to all requirements under Florida Sunshine and Public Record laws.