<DATE>

The meeting was called to order by <CHAIRPERSON> at <START-TIME>. The following appointments committee members were present: <LIST OF NAMES>. Given that three or more members were present, the requirement for quorum is satisfied.

The minutes of the previous meeting on <DATE OF PREV MTG> were reviewed and approved.

A summary of the actions taken by the department’s appointments committee may be found below.

The meeting adjourned at <ADJOURN-TIME>.

 Respectfully submitted,

 *[Signature]*

 <NAME OF COMMITTEE SECRETARY>

**Note:** For any personnel action that involves a member of the Appointments Committee, the following note should be included under the appropriate section:

(<DEPT. MEMBER> absented himself during the discussion and vote.)

**New Appointment of Adjuncts**

A vote was taken on appointment of adjunct instructors for the <TERM> term, with the following results

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Adjunct Rank** | **In Favor** | **Oppose** | **Abstain** |
| Mrs. White | Lecturer | 0 | 3 | 0 |
| Professor Plum | Assistant Professor | 0 | 3 | 0 |
| Mr. Green | Lecturer | 0 | 3 | 0 |
| Colonel Mustard | Lecturer | 0 | 3 | 0 |

**Reappointment of Adjuncts**

A vote was taken on reappointment of adjunct instructors for the **<**TERM**>** term, with the following results:

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **In Favor** | **Oppose** | **Abstain** |
| Mrs. White | 0 | 3 | 0 |
| Professor Plum | 0 | 3 | 0 |
| Mr. Green | 0 | 3 | 0 |
| Colonel Mustard | 0 | 3 | 0 |

**Multiple Positions Reports**

A <TERM>multiple position report was approved for **<**DEPT MEMBER**>**

 In Favor: 5 Opposed: 0 Abstain: 0

**Appointment of Substitute Faculty**

It was recommended that **<**SUB FACULTY NAME**>** be appointed as a Substitute <RANK> for the **<**TERM**>** semester.

 In Favor: 4 Opposed: 0 Abstain: 0

**Fellowship Leave**

The committee voted on the recommending the Fellowship Leave application for <DEPT. MEMBER> with a leave period of <LEAVE START> to <LEAVE-FINISH>.

 In Favor: 4 Opposed: 0 Abstain: 1

**Fall Reappointments**

A vote was held on reappointments without tenure for Academic Year <0000-0000>:

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **In Favor** | **Oppose** | **Abstain** |
| Mrs. White | 0 | 3 | 0 |
| Professor Plum | 0 | 3 | 0 |
| Mr. Green | 0 | 3 | 0 |
| Colonel Mustard | 0 | 3 | 0 |

**Campus Visits (One ballot)**

The recommendations of the Search Committee were discussed. A vote was taken on which candidates to invite for campus visits with the following results:

|  |  |  |  |
| --- | --- | --- | --- |
| **Candidate** | **Yes** | **No** | **Abstain** |
| Professor Plum | 5 | 0 | 0 |
| Mr. Green | 4 | 1 | 0 |
| Miss Scarlett | 5 | 0 | 0 |
| Hercule Poirot | 1 | 4 | 0 |

**Campus Visits (multiple ballots)**

The recommendations of the Search Committee for the <POSITION> search were discussed. On the first ballot it was decided to invite <Jane Marple and Hercule Poirot> for campus visits:

|  |  |  |  |
| --- | --- | --- | --- |
| **Candidate** | **Yes** | **No** | **Abstain** |
| Mrs. White | 3 | 2 | 0 |
| Colonel Mustard | 3 | 1 | 1 |
| Jane Marple | 5 | 0 | 0 |
| Hercule Poirot | 5 | 0 | 0 |
| Archie Goodwin | 0 | 3 | 2 |
| Bertram Wooster | 0 | 4 | 1 |
| Nero Wolfe | 0 | 4 | 1 |

A second ballot, to choose a third invitee, was taken with the following results:

|  |  |  |  |
| --- | --- | --- | --- |
| **Candidate** | **Yes** | **No** | **Abstain** |
| Mrs. White | 2 | 2 | 1 |
| Colonel Mustard | 2 | 2 | 1 |

It was decided, on the third ballot, to invite <Mrs. White> for a campus visit:

|  |  |  |  |
| --- | --- | --- | --- |
| **Candidate** | **Yes** | **No** | **Abstain** |
| Mrs. White | 3 | 0 | 2 |
| Colonel Mustard | 0 | 3 | 2 |

**Searches: Selection of Finalist**

The three final candidates for the <POSITION> position were discussed. Members voted to select their first choice candidate as follows:

|  |  |
| --- | --- |
| **Candidate** | **1st Choice** |
| < CANDIDATE A> | 2 |
| < CANDIDATE B> | 3 |
| < CANDIDATE C> | 0 |

**<**CANDIDATE B**>** was declared our first choice.