

PLANNING FOR LEADERSHIP TRANSITIONS SAMPLE EXECUTIVE SEARCH TIMELINE:

Month 1: Plan and Organize the Search

1. Board of Trustees appoints and charges Search Committee
2. Search firm speaks with board and conducts on-campus needs assessment
3. Position Profile completed and approved by committee
4. Presidential Ad placed in Chronicle of Higher Education, On-Line and Minority Publications
5. Active recruitment begins
6. Communicate with Campus Community

Month 2: Recruit a Strong, Diverse and Inclusive Pool

1. Call for nominations and focused recruitment initiated
2. Screening begins
3. Committee begins to narrow pool
4. Initial short list identified
5. Reference checking completed and shared
6. Transition Planning Initiated

Month 3: Screen and Evaluate Candidate List

1. Committee meets to select 6-8 candidates for confidential interviews
2. Search firm conducts "deep" reference checks on candidates
3. Confidential, "neutral-site" interviews conducted
4. Committee selects final candidates for campus interviews
5. Transition plan begins to take shape

Month 4: Interview Candidates and Evaluate Committee Recommendations

1. Campus interviews scheduled and hosted
2. Meeting of search committee following campus visits to develop recommendation to the board of trustees
3. Search committee meets with board of trustees to present recommendations
4. Board deliberates and authorizes executive committee to extend offer to leading candidate

Month 5: Launch Successfully

1. Transition Team organized and charged
2. Transition Plan implemented
3. Communication with President-Elect begins
4. Communicate with Campus Community

