

# North Dakota University System Chancellor Search Timeline/Process 2011-2012

*Approved by the State Board of Higher Education, November 17, 2011*

Date	Task
Sept. 15, 2011 SBHE Meeting	<ul style="list-style-type: none"> <li>• SBHE approved membership to chancellor search committee</li> </ul>
Oct. 2011	<ul style="list-style-type: none"> <li>• Search Consultant seeks broad-based input on Chancellor Search profile from internal and external constituents</li> </ul>
Oct. 18, 2011 Search Committee Meeting	<b>First Meeting</b> <ul style="list-style-type: none"> <li>• Introductions</li> <li>• Committee Chair outlines Search Committee charge</li> <li>• Review timeline and process and set dates for future search committee meetings</li> <li>• Committee input on Position Profile</li> <li>• Search Consultant presents recommended advertising and recruitment plan</li> <li>• Search Consultant presents communication plan</li> <li>• Legal Counsel reviews ND open records and meeting laws</li> </ul>
Oct. 26-Nov. 11	<ul style="list-style-type: none"> <li>• Search Consultant circulates revised position profile to Search Committee via email for input</li> <li>• Consulting firm develops website for search documents</li> </ul>
Nov. 2011	<ul style="list-style-type: none"> <li>• NDUS Office develops website presence for search documents</li> </ul>
Nov. 17, 2011 SBHE Meeting	<ul style="list-style-type: none"> <li>• SBHE approves position profile</li> <li>• SBHE approves process and timeline</li> <li>• SBHE reviews pay range and discusses salary</li> </ul>
Nov. 18, 2011	<ul style="list-style-type: none"> <li>• Position advertised</li> </ul>
Nov. 18-Jan. 6, 2012	<ul style="list-style-type: none"> <li>• Search Consultant actively recruits candidates</li> <li>• Applications/nominations accepted</li> </ul>
Jan. 9, 2012	<ul style="list-style-type: none"> <li>• Initial screening completed by Search Consultant to ensure candidates meet minimum qualifications, assess overall candidate strengths and fit, and ensure file is complete</li> </ul>
Jan. 10, 2012	<ul style="list-style-type: none"> <li>• Candidate applications released to Search Committee for review</li> </ul>
Jan 18, 2012 Search Committee Meeting	<b>Second Meeting</b> <ul style="list-style-type: none"> <li>• Search Committee meets to identify semi-finalists</li> <li>• Search Consultant presents draft semi-finalist interview questions for Search Committee consideration</li> </ul>
Following Jan. Mtg.	<ul style="list-style-type: none"> <li>• Search Consultant conducts reference checks on semi-finalists</li> <li>• Search Consultant arranges semi-finalist travel</li> </ul>
Feb. 9, 2012 Search Committee Meeting	<b>Third Meeting</b> <ul style="list-style-type: none"> <li>• Search Committee meets to conduct semi-finalist interviews (in person or via technology?)</li> <li>• Search Committee considers reference check information from Search Consultant</li> <li>• Search Committee narrows to list of finalists</li> </ul>
Following Feb. mtg.	<ul style="list-style-type: none"> <li>• Search Consultant conducts due diligence and in-depth reference checks</li> </ul>
Feb. 29, 2012 Search Committee	<b>Fourth Meeting</b> <ul style="list-style-type: none"> <li>• Search Committee receives due diligence report from Search</li> </ul>

Date	Task
meeting	Consultant <ul style="list-style-type: none"> <li>• Search Committee identifies list of candidates to forward to the SBHE for consideration, but not less than three names</li> <li>• Search Consultant outlines transition plan for Search Committee</li> <li>• Candidates meet with broad-based internal and external constituents, feedback presented to SBHE</li> </ul>
Following Feb. Mtg.	<ul style="list-style-type: none"> <li>• Search Consultant drafts finalist interview questions for SBHE consideration</li> <li>• Search Consultant arranges finalist travel</li> </ul>
Week March 12 SBHE meeting	<ul style="list-style-type: none"> <li>• SBHE meets to interview finalists</li> </ul>
March SBHE Meeting	<ul style="list-style-type: none"> <li>• SBHE Chair extends offer to successful candidate and SBHE Chair, along with Search Consultant, negotiates contract terms</li> </ul>
March – July 2012	<ul style="list-style-type: none"> <li>• Search Consultant, along with NDUS Office, engages communication plan</li> <li>• Search Consultant initiates transition plan</li> </ul>
On or about July 1, 2012	New Chancellor assumes office