

SHEPHERD UNIVERSITY 2017-2018 PROVOST SEARCH TIMELINE

<u>SCHEDULE</u>	<u>ACTIVITY</u>
Mid-September 2017	<ul style="list-style-type: none">• Appointment of search committee
Late September 2017	<ul style="list-style-type: none">• Organizational meeting of the search committee• Determination of priority qualifications for advertisement and position profile• Committee conversations with campus community• Profile finalized for official distribution• Letters sent to nomination sources, including statement of priorities and desired qualifications• Advertisements placed
November 2017	<ul style="list-style-type: none">• Applications received and reviewed by search committee members• Search committee members return ratings to be tallied
November/December 2017	<ul style="list-style-type: none">• Committee meeting held to discuss candidates• Committee selects 6-8 candidates for phone interviews and reference checking• Committee reviews reference checking procedures and assigns members to specific tasks
January 2018	<ul style="list-style-type: none">• Committee reviews reference reports, conducts preliminary interviews and selects candidates for campus visits
February 2018	<ul style="list-style-type: none">• Campus visits by finalists, which will involve all appropriate segments of the institution• President conducts personal interviews with finalists• President meets with search committee at conclusion of visits to discuss committee recommendations
March/April 2018	<ul style="list-style-type: none">• President appoints new Provost• Transition planning is initiated for the period between appointment and Provost's start date