

Timeline for Dean, Arts and Communication Search

Phase I: Launch Search & Build Pool of Applicants	Phase II: Initial Screening of Applicants	Phase III: Reference Checking of Preliminary Finalists	Phase IV: Conference Call Screening Interviews of Semi-Finalists	Phase V: Campus Visits of Finalists	Phase VI: Final Recommendations
Starts: Feb. 25 Ends: Apr. 5	Starts: Apr. 5 Ends: Apr. 15	Starts: Apr. 16 Ends: Apr. 22	Starts: Apr. 22 Ends: Apr. 29	Starts: May 3 Ends: May 7	Starts: May 10 Ends: May 14
<p>Committee Member Responsibilities:</p>	<p>Committee Member Responsibilities: Evaluate applications and submit summary of evaluations to Chair by Sun. Apr. 11</p> <p>Meetings: Meeting on Apr. 15 to determine list of preliminary finalists and assign reference calls.</p>	<p>Committee Member Responsibilities: Call references on list of approximately 10 preliminary finalists.</p> <p>Meetings: Meeting on Apr. 22 to debrief on reference calls and identify list of semi-finalists (and alternates).</p>	<p>Committee Member Responsibilities: Attend conference call interview of semi-finalists.</p> <p>Meetings: Telephone interviews on Apr. 26, 27 & 28 to identify list of finalists (and alternates). Meeting on Apr. 29 to determine campus interviews.</p>	<p>Committee Member Responsibilities: Airport shuttle, wine & dine, attend and/or host interviews, escort on-campus candidates, collect interview evaluations, etc.</p> <p>Meetings: Interviews as Scheduled during the week</p>	<p>Committee Member Responsibilities: TBD</p> <p>Meetings: Meeting on May 7 or 10 to identify strengths and weaknesses of final candidates.</p> <p>List is submitted to Chancellor for final decision.</p>

