

# PROJECT PLAN AND SCHEDULE CLATSOP COMMUNITY COLLEGE PRESIDENTIAL SEARCH DRAFT

## March/April, 2024 (Via video meeting.)

- Gold Hill consultant meets with the Board of Education to discuss the search process, offer guidance on the selection of a search liaison and search committee, and to answer any questions the Board of Education may have.
- Search liaison appointed.

## April 1, 2024

- Search committee appointed by this date.

## April 15 and April 22, 2024 (Via video conference )

- Consultant reviews community survey to discuss the institution and leadership needs.
- Consultant meets with a board representative and search committee to develop a presidential search profile, job description, and timeline to be approved by the Board of Education.
- Consultant meets with HR and PR to discuss preparation for the upcoming process and to begin preparation for job announcement and development of electronic and print advertising.

## April 26, 2024

- The job announcement is posted on the college and Gold Hill website and on *The Chronicle of Higher Education* electronic site and other electronic sites.
- Consultant begins one-on-one recruitment and broad, qualification focused, personal email recruitment.

## May 1, 2024

- Gold Hill email recruitment.

## May 24, 2024

- Applications are due for guaranteed consideration.

## May 28, 29 and 30, 2024

- The consultant and search committee review applications.

## May 31, 2024 (Via video meeting.)

- The consultant meets with search committee to discuss the selection of semi-finalists and to discuss preparations for the first round of interviews. Consultant will help schedule interviews and notify the semi-finalists to prepare for their interview.

## June 3,4 and 5, 2024

- Semi-finalists video interviews (Via Video).

## June 6, 2024 (Via video or on campus.)

- The consultant meets with the search committee and board representative to discuss the interviews and select finalist for Board of Education approval.

June 6, 2024

- Board of Education approves finalists
  - The consultant begins gathering finalist's references. In-depth reference checking begins.
  - The consultant, search committee, and search liaison schedule the interviews with the finalists.
- Finalists announced

June 10-13, 2024

- On-campus interviews with finalist

June 14, 2021

- The Board of Education approves the new president

June 14, 2024

- Contract negotiations begin with the selected candidate. Gold Hill consultant will assist with this process if requested.

June 20, 2024

- The Board of Education makes an announcement of the new president.