

## **Search for Planning and Transition Director- Recommended Search Process and Timeline**

### **Establish Search Committee (Finalized by end of April):**

4 members from Steering Committee, staffed by a professional from UM Human Resources

### **Position Description and Announcement (Finalized by mid-May):**

Search Committee prepares Position Description and Announcement, including Minimum Qualifications and Preferred Qualifications. Includes application instructions. Should meet Department of Labor standards, which has advertising requirements.

Full Steering Committee reviews Position Description and Announcement.

### **Advertising (3-4 weeks in May-June):**

Set up advertising for fixed period, including local, regional, national venues. Applications received by UM HR with packets distributed to Search Committee.

### **Review (June):**

Search Committee reviews, conducts preliminary interviews, and identifies finalists. Finalists are brought in for interviews with schedule arranged by Search Committee to include meetings with all stakeholders. Identity of finalists become public, but not before.

### **Recommendation and Selection (Early July):**

Search Committee gathers feedback from interview process and makes recommendation to Provost. Provost makes offer in the form of a Letter of Appointment, which provides fixed term and full benefits.

### **Start Date:**

As soon after July 1 as possible. Term of appointment one-year, with search for permanent leader conducted as plans solidify.