College of Engineering Dean Search, 2016

Search Plan Overview and Timeline

**Milestone 1: Search Charge and Launch**
Wednesday, May 25, 2016
Search committee charge, role and expectations; scoping and information sharing with search firm representatives.

**Milestone 2: “Work in Progress” Presentation**
Third week in August
Update on recruiting activities and search progress by search firm. Presentation of developing candidate pool to the search committee, for discussion and reactions. “Are we on the right track?”

**Milestone 3: Presentation & Selection of Semi-Finalists**
Last week in September
Presentation of full candidate pool to the search committee, for discussion and selection of semi-finalist candidates. Discuss format and structure for upcoming interviews.

**Milestone 4: Semi-Finalist Interviews**
Third week in October
Search committee interviews semi-finalist candidates in person, near Dulles Airport. At the end of day two, selects finalists for on-site interviews.

**Milestone 5: Finalist Interviews**
Tentative Dates/Times detailed below
All university community members are invited to attend the “open forum” presentation sessions as well as a brief reception for each candidate. Open forum/reception dates and times are:
- November 2: 3:30 – 4:30 pm → Open Forum; 4:30 – 5:00 pm → Reception, Location Old Dominion Ballroom, Squires
- November 10: 3:30 – 4:30 pm → Open Forum; 4:30 – 5:00 pm → Reception, Assembly Hall, Holtzman Alumni Center
- November 15: 3:30 – 4:30 pm → Open Forum; 4:30 – 5:00 pm → Reception, Assembly Hall, Holtzman Alumni Center
Feedback is invited from all who attend the open forum presentation sessions and compiled for the search committee.

**Milestone 6: Committee Deliberation and Discussion**
Last week in November
Search committee meets to discuss evaluative feedback on interviewed candidates with the Provost.