# Search Plan Overview and Timeline

**Milestone 1: Search Charge and Launch**

**Tuesday, September 8**

Search committee charge, role and expectations; scoping and information sharing with search firm representatives.

**Milestone 2: “Work in Progress” Presentation**

**First week of November**

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**

**Third week of December**

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**

**Second week of January**

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 “open forum” presentation sessions as well as a brief reception for each candidate. Open forum/reception dates and times are (tentatively):

- January 27: 3:30 – 4:30 pm → Open Forum; 4:30 – 5:00 pm → Reception
- February 9: 3:30 – 4:30 pm → Open Forum; 4:30 – 5:00 pm → Reception
- February 16: 3:30 – 4:30 pm → Open Forum; 4:30 – 5:00 pm → Reception

Feedback is invited from all who attend the open forum presentation sessions and compiled for the search committee.

**Milestone 6: Committee Deliberation and Discussion**

**Fourth week of February**

Search committee meets to discuss evaluative feedback on interviewed candidates with the Provost.