



The University of Georgia

PRESIDENT SEARCH ACTIVITIES TIMELINE

- INITIAL SEARCH COMMITTEE MEETING – (July 24, 2012)
Charge from the Chancellor...Introduction of Committee Members and Search Consultant...
Search Process; Preferred Characteristics of Candidates, et al.

- CANDIDATE DEVELOPMENT- (ongoing first 2 to 3 months of search)
 - ◆ Consultant researches to surface candidates that appear appropriate for the role and begins extensive networking. (RWFA)
 - ◆ Consultant sends letters to its 600+ person proprietary mailing list. (RWFA)
 - ◆ Advertisements/announcements are developed, placed, and printed in appropriate publications. Also, place ad, position description, and list of members of the Search Committee on University website. (USG)*
 - ◆ Arrange for articles announcing the search to be printed in University publications, as appropriate. (UGA)*
 - ◆ "Friends of the University" letters are developed and sent to key donors, etc. (USG)*
 - ◆ Key education associations are contacted and sourced. (RWFA)
 - ◆ Search Committee members proactively seek nominations
[*RWF Associates will provide samples to the Committee]

- UPDATE OF THE PROCESS AND POOL / DISCUSS "TOP TEN" PREPARATION FOR NEXT MEETING – 6-8 weeks after initial meeting
 - ◆ Candidate pool is reviewed preliminarily.
 - ◆ Consultant updates the Committee relative to results and feedback to date.
 - ◆ Last minute strategies are developed to contact or visit reluctant or non-responding attractive nominees.
 - ◆ Discuss evaluation techniques regarding active candidate files.
 - ◆ Committee members are asked to review the resumes of all active candidates prior to next meeting and submit their "Top 10" unranked.

- DISTILLATION OF THE POOL TO A 'SHORT LIST' AND DISCUSSION OF DUE DILIGENCE EFFORTS– 3-4 weeks after update meeting - (Approximately 12 weeks after launch of the search)
 - ◆ Consultant will tabulate the results of the "Top Ten" exercise and share them with the Committee. (This can be done at the beginning of the meeting or in advance.) The results will frame our discussion with an objective of reaching consensus on the best ~10 candidates.
 - ◆ Discuss "directed" reference telephone protocol and questions re 'short list.'

- ◆ Action plan for conducting telephone references prior to next meeting.
- ◆ Action plan for RWFA to do Lexis-Nexis reports on "short list".
- REVIEW DUE DILIGENCE RESULTS AND DISTILL TO OFF-SITE INTERVIEW GROUP/'QUARTER FINALISTS' – (2-3 weeks after distillation meeting)
 - ◆ Committee shares information on references.
 - ◆ Committee reviews Lexis-Nexis information.
 - ◆ In light of information gained from these exercises, Committee will finalize the list of candidates that it will interview in person 'off-site.'
 - ◆ Committee and consultant will discuss off-site interview protocol and questions.
- OFF-SITE/AIRPORT INTERVIEWS – (2 weeks after short list is determined)
 - ◆ One and one-half hours each...confidential.
 - ◆ Consecutive days, or two, or three days in one week period.
 - ◆ Search Committee narrows pool to 3-5 tentative "semi-finalists" to recommend to the Chancellor and Board after the last interview is completed.
 - ◆ Finalists are informed of their status and are asked if the Committee/Chancellor/Board can make several strategic "non-directed" reference calls. Calls are made. Semi-finalists are also asked to sign release forms to allow for credit/litigation/criminal background checks to be made. These checks are conducted and the "Finalists" list is confirmed and officially forwarded to the Chancellor and Board.
- BOARD/CHANCELLOR INTERVIEWS – (2 weeks after off-site interviews)
 - ◆ Visits of final candidates to Georgia to meet Chancellor and Board members.
 - ◆ Chancellor and full Board interview the candidate during visit.
 - ◆ Possible reception and dinner with Board and Spouses and Candidate and Spouse.
- SELECTION, NEGOTIATION AND ANNOUNCEMENT – (2 weeks after Board interviews)
 - ◆ Chancellor and Board select their first choice and begin negotiation/perhaps a second meeting with candidate in Georgia or on home campus.
 - ◆ Candidate formally accepts position.
 - ◆ Chancellor/Board issues a press release announcing new President.
 - ◆ Press conference to introduce new President.

