

## Search Process 2005

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### Chancellor State University System of Florida

Approved by Chancellor Search Committee August 25, 2005

#### I. **Timeline**

- a. Six weekly conference call committee meetings scheduled
  - i. Meetings will be cancelled if there is no business to be discussed
  - ii. Meetings will be audio recorded
- b. Evaluate progress to determine if an extension is needed

#### II. **Qualifications**

- a. Agree on qualifications / criteria on August 25, first conference call meeting
- b. Goal is to cast a broad net and be open-minded about criteria
- c. Restrictive criteria would not serve well in these contemporary times

#### III. **Recommended Process**

- a. Outreach
  - i. Commitment to diversity and equal employment opportunity
  - ii. Post notice on BOG website
    - 1. interested in being considered, submit resume to committee staff person
    - 2. resumes accepted up until final selection by BOG
  - iii. Methodical committee member outreach to qualified individuals and those who would know of qualified individuals
    - 1. Committee members contact individuals to ascertain their interest in being publicly considered
    - 2. Committee members bring to the committee those individuals who have agreed to have their names publicly sponsored by the committee member to the full committee
- b. Interview and / or screening process
  - i. Face-to-face - - conference call - - references - - other
  - ii. Due diligence
- c. Committee recommendation
  - i. Number of finalists to be recommended to full BOG depends upon results of outreach
  - ii. Date for recommendation depends upon results of outreach
- d. Communications
  - i. Sunshine Law and Public Records Law are in effect
  - ii. Staff for committee - - Emoryette McDonald, Assistant Vice Chancellor, and Brenda Meisburg, Administrative Operations & Personnel Program Manager
  - iii. All media inquiries referred to Bill Edmonds, Director of Communications to handle
  - iv. Liaison to Board members, Mikey Bestebreurtje, Corporate Secretary