

**LUTGERT COLLEGE OF BUSINESS**  
**Dean Search Advisory Committee Minutes**

**Date:** Wednesday, May 29, 2019

**Location:** Chico's Executive Board Room (LH 4200)

**Attendees:** Dr. Paul Snyder (Chair), Dr. Tim Allen, Dr. Tanya Benford, Mr. Jonathan Kenny, Ms. Lois Knox, Mr. Jeff Fridkin, Ms. Shontra Powell, Mr. Bill Rice; Dr. Kim Morrisson, Mr. John Mestepey (Diversified Search)

**Guests:** Sara Hernandez (scribe)

**Call to Order**

- Dr. Snyder convened the meeting at 2:08 pm;
- Introductions (roll call)

**A. Updates**

- Dr. Snyder provided a brief recap of the previous search committee meeting held on April 29<sup>th</sup> and meetings held both the 29<sup>th</sup> and 30<sup>th</sup> by Diversified Search consultants to inform development of the position description.

**B. Position Description**

- The draft position description was discussed. There were several wordsmith recommendations for a more accurate, and effective description;
- The job description will be condensed to one page for posting;
- The required qualifications and experience were discussed. The committee would like to capture as many highly qualified applicants as possible; the committee consensus was pool development should be expansive, and inclusive.

**C. Recruitment**

- The position will be posted on EagleJobs; prospective applicants will be redirected to the Diversified Search website;
- Prospective candidates may be identified through several means: 1) via the advertisement 2) product of active outreach, soliciting interest 3) nominations;
- Nominations are encouraged, and the search firm will contact the potential applicant to determine interest in the position;
- Diversified Search will evaluate candidates based on the position description that is developed.

#### **D. Timeline**

- The suggested timeline was discussed, and will be revised as necessary. Specific dates/times will be noticed;
- Early June: Consultants develop ads for approval and posting on School of Business website and in various national outlets. Begin outreach and pool development (ongoing);
- Late July/Late August/Mid-September: Progress report meetings with Search Committee/Diversified Search;
- Late September – early October: Review slate of candidates and decide whom to invite for the 1<sup>st</sup> round of interviews (video conference);
- Mid-October: Search committee meets selected candidates (target 8 – 10) via video conference. Two consecutive days will be dedicated to this effort;
- Late October – early November: Finalist candidate(s) (target 3 – 4) invited to campus for second round of interviews with the search committee and other key stakeholders. Campus visit will be one day to one and-a-half days per candidate. A feedback mechanism is created for those who meet candidates. Intensive referencing, background checks, and assessments conducted on the finalist candidate(s);
- Mid-November: Search Committee meets to review feedback from the candidate(s) visits and make recommendation to the Provost;
- Late November – early December: Provost's negotiations and offer to candidate of choice;
- Spring 2020 or thereafter: New Dean assumes duties.

#### **E. Next Steps – Chair Snyder**

- Revisions to final document(s) will be made, and shared for final review;
- Scheduling of progress report meeting(s) will be coordinated by admin;
- Meeting concluded at 4:00 pm