

**FGCU Lutgert College of Business -- Dean  
Suggested Timeline 2019**

TIMEFRAME	TASK	TIME COMMITMENT
April 29, 2019	<ul style="list-style-type: none"> <li>Diversified Search consultants meet with Search committee to discuss search process, roles and responsibilities, timeline. Diversified Search consultants meet with key stakeholders to gain insights on position.</li> </ul>	In-person visit
May 29, 2019	<ul style="list-style-type: none"> <li>Diversified consultants craft Position Description (Prospectus) and Timeline for Search committee approval;</li> </ul>	On phone and in-person visit
Early June	<ul style="list-style-type: none"> <li>Consultants develop ads for approval and posting on School of Business website and in various national outlets. Begin outreach and pool development (ongoing).</li> </ul>	
Late June – September	<ul style="list-style-type: none"> <li>Begin biweekly conference calls with Search Committee chair to review progress in candidate pool development and updated written status report. Create secure web portal (Egnyte) for Committee and access to applicant pool.</li> </ul>	30 minute conference calls
Week of August 19 Week of September 9	<ul style="list-style-type: none"> <li>Status Calls/ Progress Report Meetings with Search committee to occur every few weeks.</li> </ul>	60 minute in-person, video conference, or conference call meeting with Search Committee
Week of September 30	<ul style="list-style-type: none"> <li>Search Committee meets to review slate of candidates and decide whom to invite for 1<sup>st</sup> round interviews.</li> </ul>	2-3 hour in-person meeting
Week of October 14	<ul style="list-style-type: none"> <li>Search Committee meets selected candidates (target 8-10) with aim of narrowing candidate pool to three to four finalist candidates.</li> </ul>	Two consecutive days (plus back up dates if necessary). 75-90-minute meetings or video conferences with each candidate.
Late October – early November	<ul style="list-style-type: none"> <li>Finalist candidate(s) invited to campus for second round interviews with the search committee and other key stakeholders. Feedback mechanism is created for those who meet candidates.</li> <li>Intensive referencing, background checks and assessments conducted on the finalist candidate(s).</li> </ul>	One day to one and-a half days per candidate
Mid- November	<ul style="list-style-type: none"> <li>Search Committee meets to review feedback from the candidate visits and make recommendations to the Chancellor.</li> </ul>	Est. 90-minute meeting.
Late November – early December	<ul style="list-style-type: none"> <li>Provost's negotiations and offer to candidate of choice</li> </ul>	
Spring 2020 or thereafter	<ul style="list-style-type: none"> <li>New Dean assumes duties.</li> </ul>	