



Real Life. Real Learning.

In Search of a President

Position The College

1. Gain Recognition

- National Publications
- Role of the Seated President

2. Attend National Meetings

- Presentation Opportunities
- Meet Potential Candidate

3. Get the House In Order

Planning

- What role will the Board Play?
- Role of the Board Chair
- Do we need help?
 - Level of Expertise
 - Time Requirement
 - Confidentiality
 - How heavily should we rely on staff?
 - Cost of Hiring Expertise vs. Benefit

Retreat Agenda

- What Initiatives/Values/Cultural Elements Must not be Lost in a Transition?
- Review of the Position Description
- What are the Prerequisites for the Position?
- Develop the Application
- Develop the Time Line
- What are we willing to offer?

Search Structure

- How will we conduct our search?
 - Structure of the Search
 - Who will lead it?
 - Who needs to be involved
 - Representatives from Stakeholder Groups
 - How do we select them?
 - Keeping the Board Informed of Progress

The Announcement

- Develop a brochure – Tell the Story
- Develop mailing list
 - Use of Contacts
 - Invitations to Apply
- Use of Website

Applications

- Narrow the Field – Predetermine Number to be Interviewed
- Pre-Screening Process – Rely on Expertise

Initial Interviews

- CONFIDENTIALITY
- Use of Stakeholder Groups
- Predetermined Questions
- Gather Perceptions from Interview Team
- Narrow the Field to Finalists/Announce

Visit the Finalists

- Visits to Candidate's Campus
- Interviews with Co-Workers
- Interviews with Supervisors
- Interviews with Students

The Finalists' Interviews

- On Campus – Include Tour
- Predetermined Questions
- Protocol for Meetings
- Sell the School
- Answer Finalist's Questions

Finalists Visits

- Meet Key Players in the Organization
- Public Forums
- Meet Foundation

Make the Offer

- Know the Market
- Timely
- Have the Contract Ready

Plan for the Transition

- How can the Board help?
- Who should the New President Meet?
- Introductions to Organization



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Questions