



Item: III.

Wednesday, August 14, 2024

SUBJECT: APPROVAL OF SEARCH PROCESS CALENDAR

PROPOSED COMMITTEE ACTION

Approve the Search Process Calendar

BACKGROUND INFORMATION

Board of Governors Regulation 1.002 requires the committee to establish a calendar of public events for the process as they are planned that takes into account the need to align the timing of the selection process with the estimated timeline specified by the board of trustees to the extent feasible, and meeting dates of the board of trustees, and of the Board of Governors for purposes of the confirmation process. The proposed calendar provides a schedule of public events as well as a timeline for the entire search process.

Supporting Documentation: Proposed Calendar

Presented by: Ms. Ann Yates, Buffkin/Baker

Contact: ann@buffkinbaker.com

FLORIDA ATLANTIC UNIVERSITY
PRESIDENTIAL SEARCH TIMELINE

Projected Timeline	Search Activities/ Events	Participants
July 24	Search Committee Kick-off Meeting Introductions, search committee charge, legal overview, introduction of the search process	Search Committee Buffkin/ Baker
August 14th	Search Committee Meeting— Calendar of events and presidential search website, including a link to the home page for meetings related to the search and information on the means of providing stakeholder input	Search Committee Buffkin/ Baker
August 29 th (in person)	Listening Sessions with leadership and key stakeholders to develop understanding of organization including history, opportunities, and challenges <ul style="list-style-type: none"> •Session 1: Faculty •Session 2: Staff •Session 3: Students •Session 4: Donors, Community Members •Session 5: Open 	Search Committee Buffkin/ Baker Internal/ External Stakeholders
September 5 th (virtual) September 6 th (virtual – <i>Open Session only</i>) & September 9 th (in person)	Listening Sessions <ul style="list-style-type: none"> •Session 1: Faculty •Session 2: Staff •Session 3: Students •Session 4: Donors, Community Members •Session 5: Open 	Search Committee Buffkin/Baker Internal/ External Stakeholders
Mid-September	Develop recommended position criteria for approval by BOT Develop marketing plan for submission to BOT Conduct compensation analysis and establish a range of compensation for approval by BOT	Buffkin/ Baker
September 25	Search Committee Meeting to approve the position criteria and marketing plan	Search Committee Buffkin/ Baker

Projected Timeline	Search Activities/ Events	Participants
Mid-October	<p>Submit position criteria to BOT for approval</p> <p>Submit marketing plan to BOT for review</p> <p>Submit range of compensation to BOT for approval</p>	<p>Search Committee</p> <p>Buffkin/ Baker</p>
October - January	<p>Place advertisements</p> <p>Search Committee meetings as determined by the Chair</p> <p>Identify individuals, consistent with the position criteria, who may apply, be nominated, or recruited to produce a pool of qualified applicants</p> <p>Vetting applicants</p>	<p>Buffkin/ Baker</p> <p>Search Committee</p>
December	<p>Search Committee Update Meeting</p> <p>Introduction of Committee to secure candidate portal</p>	<p>Search Committee</p> <p>Buffkin/ Baker</p>
January/ February	<p>Review of candidate slate- the committee reviews, as soon as possible but no later than seven (7) days prior to the interview of any applicant, available public records and online resources in order to narrow the pool of qualified applicants who will be invited to participate in interviews with the search committee.</p> <p>Determine, under the position criteria, the applicants to be interviewed by the search committee, which may be accomplished, for example, by categorizing applicants from highly qualified to unqualified and conducting a ranking or series of rankings of the applicants to determine where there is consensus. Any ranking process must be completed by search committee members, during a meeting, on the record and where contemporaneous discussion of such rankings can take place</p> <p>Determine format and parameters for applicant interviews</p>	<p>Search Committee</p> <p>Buffkin/ Baker</p>
January/ February	<p>Interviews with Search Committee—conduct first applicant interviews, based on the format and parameters set forth by the committee</p>	<p>Search Committee</p> <p>Buffkin/ Baker</p>

Projected Timeline	Search Activities/ Events	Participants
January/ February	Search Committee recommends unranked list of final applicants to BOT	Search Committee Buffkin/ Baker
January/ February	Conduct preliminary background checks and reference checks On campus meetings with finalists Final interviews with BOT	FAU Campus and Community Board of Trustees Buffkin/ Baker
February/ March	Additional interviews as needed Select a final qualified candidate under the position criteria as president-elect for recommendation to the Board of Governors Draft employment contract in consultation with the Board of Governors General Counsel Seek Board of Governors confirmation	Board of Trustees Buffkin/ Baker