TIMELINE FOR SMCCCD CHANCELLOR SEARCH

Meet with Board Ad Hoc Committee and Chancellor to discuss/develop timeline	July 25: Completed
Board Meeting • Board to review/approve timeline • Board to review draft job announcement • Board to discuss Chancellor salary/benefits	August 10
Board Ad Hoc Comm reviews and approves new timeline for Chancellor Search	August 12
Request to governance groups to nominate search committee representatives (Deadline to nominate search committee representatives **August 31**)	Week of August 15
Board approves Search Committee representatives For community members **at August 24 Board Meeting** Board Ad Hoc Committee confirms faculty, staff, and student Search Committee Members (August 31)	August 31
Town Hall meetings at: • Canada College • Skyline College • College of San Mateo (Seek input for chancellor profile from College Town Halls)	August 31
Position Announcement: • Search Committee Meets to review and provide feedback on Job Announcement • Board Ad Hoc Committee Approves Job Announcement	September 1 Approx. 1 hour September 2
Human Resources Posts Job Announcement and begins to Advertise	September 8
Search Consultant begins recruitment	September 8
<mark>Search Committee meets to determine evaluative criteria and develops questions for interview</mark>	<mark>October 7</mark> Meeting approx. 2 - 3 hrs

Position closes (open until filled) 7-week search	**October 27**
Search Committee reviews applicant materials	Week of October 31 Appox. 2 - 3 hrs
Search Committee selects applicants for interviews	November 7 Approx. 1 hour
Search Committee conducts first-level interviews and identifies finalists to recommend to the Board	November 16, 17, & 18 Approx. 3 - 5 hours
Search Consultant conducts reference checks for finalists	November 18-December 2 (Takes two weeks to complete)
- Open forums for staff, students, community - Finalists meet with Chancellor's Staff - Board of Trustees interviews finalists	November 30 December 1 December 2
Site Visits - Board representatives to conduct site visits - Special closed session to report on site visits	Week of December 5 TBD
- Board selects candidate & negotiates contract - New Chancellor announced	TBD
Fall semester ends	December 16
New Chancellor assumes position	TBD