



## TIMELINE FOR SELECTION OF President

*Revised by UWF Presidential Search Committee 7/22/16*

*Revised by Greenwood/Asher & UWF Staff 8/4/16*

***Meeting Location & Time Revisions made by Becky Luntsford 8/19/16***

DATE/TIME	OBJECTIVE	RESPONSIBILITY
<b>December 10, 2015, 9:00 am</b> BOT Meeting <i>UWF Conference Ctr. Bldg. 22</i>	Presidential Search Committee Appointed by UWF Board of Trustees (BOT).	<b>UWF Board of Trustees</b>
<b>February 1, 2016, 9:00 am</b> <i>UWF Conference Ctr. Bldg. 22</i>	<b>FIRST MEETING</b> with Presidential Search Committee to discuss timeline; begin development of search procedure; and appoint two subcommittees. One subcommittee to research search firms and a second subcommittee to develop leadership statement/position profile & position description. <b>(Public Meeting/No Webcast)</b>	<b>Presidential Search Committee</b>
<b>February 15, 2016, 9:00 am</b> <i>UWF Alumni Room, Bldg. 12</i>	<b>Conference call or meeting</b> to review search firms & review search firm proposals in preparation of selecting a SEARCH FIRM. <b>(Public Meeting/No Webcast)</b>	<b>Search Firm Selection Subcommittee</b>
<b>February 22, 2016, 9:00 am</b> <i>UWF Alumni Room, Bldg. 12</i>	<b>Conference call or meeting</b> to select SEARCH FIRM for recommendation to Presidential Search Committee. <b>(Public Meeting/No Webcast)</b>	<b>Search Firm Selection Subcommittee</b>
<b>February 22, 2016, 10:30 am</b> <i>UWF Alumni Room, Bldg. 12</i>	<b>Conference call or meeting</b> to approve SEARCH FIRM. <b>(Public Meeting/No Webcast)</b>	<b>Presidential Search Committee</b>
<b>March 1, 2016, 9:00 am</b> BOT Committee Meetings <i>UWF Conference Ctr. Bldg. 22</i>	Presidential Search Committee Report presented to BOT.	<b>Search Committee Chair</b>
<b>March 7, 2016, 9 am – 4 pm</b> <b>March 8, 2016, 10 am – 3 pm</b> <i>UWF Commons Auditorium, Bldg. 22</i>	<b>OPEN FORUM MEETINGS</b> with Greenwood/Asher & Associates [SEARCH FIRM], UWF Board of Trustees, Presidential Search Committee and various campus and off-campus constituency groups to discuss search process, expectations of qualified candidates as well as position requirements, timeline and goals for new President. <b>(Public Meetings / Webcast on 3/7/16 only)</b>	<b>UWF Board of Trustees, Presidential Search Committee, UWF Campus, Community and Greenwood/Asher &amp; Associates [SEARCH FIRM]</b>
<b>March 24, 2016, 9:00 am</b> BOT Mtg @UWF Emerald Coast Campus	Presidential Search Committee Report presented to BOT.	<b>Search Committee Chair</b>

DATE/TIME	OBJECTIVE	RESPONSIBILITY
<p><b>April 18, 2016, 8:30 am</b> UWF Alumni Room, Bldg. 12</p> <p><b>April 25, 2016, 8:30 am</b> UWF Alumni Room, Bldg. 12</p>	<p><b>Conference call</b> for subcommittee &amp; Greenwood/Asher &amp; Associates Search Firm to finalize position description: using guidelines &amp; input from the BOT and UWF campus and the community; and schedule publication &amp; placements of advertisements announcing the position. <b>(Public Meetings/No Webcasts)</b></p> <p><b>Conference call or meeting</b> to finalize position description. <b>(Public Meeting/No Webcast)</b></p>	<p><b>Presidential Position Profile Subcommittee, Greenwood/Asher &amp; Associates</b></p> <p><b>Presidential Position Profile Subcommittee, Presidential Search Committee and Greenwood/Asher &amp; Associates</b></p>
<p><b>May, June, July 2016</b></p>	<p>Position advertised in higher education publications/websites.</p> <p>Candidate identification will proceed through Presidential Search Committee and UWF faculty and staff nominations, advertising, correspondence, and direct recruiting by the Search Committee and Greenwood/Asher &amp; Associates Search Firm to identify qualified candidates interested in the position.</p>	<p><b>Presidential Search Committee, Greenwood/Asher &amp; Associates</b></p>
<p><b>May 25, 2016, 9:00 am</b> UWF Alumni Room, Bldg. 12</p>	<p><b>-FIRST SEARCH UPDATE Conference call meeting</b> to be provided to the Presidential Search Committee by Greenwood/Asher &amp; Associates Search Firm. <b>(Public Meeting/No Webcast)</b></p>	<p><b>Presidential Search Committee, Greenwood/Asher &amp; Associates</b></p>
<p><b>June 15, 2016, 9:00 am</b> BOT Meeting UWF Conference Ctr. Bldg. 22</p> <p><b>June 23, 2016, 9:00 am</b> UWF Alumni Room, Bldg. 12</p>	<p>Presidential Search Committee report presented to BOT.</p> <p><b>SECOND SEARCH UPDATE Conference call meeting</b> to be provided to the Presidential Search Committee by Greenwood/Asher &amp; Associates Search Firm. <b>(Public Meeting/No Webcast)</b></p>	<p><b>Search Committee Chair</b></p> <p><b>Presidential Search Committee, Greenwood/Asher &amp; Associates</b></p>
<p><b>July 22, 2016, 9:00 am</b> UWF Alumni Room, Bldg. 12</p>	<p><b>THIRD SEARCH UPDATE Conference call meeting</b> to be provided to the Presidential Search Committee by Greenwood/Asher &amp; Associates Search Firm. <b>(Public Meeting/No Webcast)</b></p>	<p><b>Presidential Search Committee, Greenwood/Asher &amp; Associates</b></p>

DATE/TIME	OBJECTIVE	RESPONSIBILITY
<p><b>August 1 - 15, 2016</b></p> <p><b>August 15, 2016</b></p> <p><b>August 16, 2016, 9:00 am–5:00 pm</b> <i>UWF Conference Ctr. Bldg. 22</i></p> <p><b>August 29, 2016, 7 am – 7 pm</b> <b>August 30, 2016, 7 am – 7 pm</b> <b>August 31, 2016, 7 am – 7 pm</b> <i>UWF Conference Ctr. Bldg. 22</i> <b>Interview Schedule to be Determined</b></p> <p><b>August 30 – Sept. 5, 2016</b></p>	<p>Presidential Search Committee will receive and review applications and all candidate materials submitted to date for consideration.</p> <p><b><i>Date for Best Consideration.</i></b></p> <p><b><i>Meeting</i></b> for Presidential Search Committee to:</p> <ul style="list-style-type: none"> <li>• Develop short list of candidates for interviews;</li> <li>• Develop list of questions for reference checks; and</li> <li>• Develop list of questions for interviews.</li> </ul> <p><b><i>(Public Meeting/No Webcast)</i></b></p> <p>Presidential Search Committee to conduct face-to-face first round of <b>interviews of candidates identified on the short list.</b></p> <p><b><i>(Public Meeting/No Webcast)</i></b></p> <p>Candidate references checked.</p>	<p><b>Presidential Search Cmte., Greenwood/Asher &amp; Associates</b></p> <p><b>Greenwood/Asher &amp; Assoc.</b></p> <p><b>Presidential Search Cmte., Greenwood/Asher &amp; Associates</b></p> <p><b>Presidential Search Cmte., Greenwood/Asher &amp; Associates</b></p> <p><b>Presidential Search Cmte., Greenwood/Asher &amp; Associates</b></p>
<p><b>September 6, 2016, 9:00 am – 11:00 am</b> <i>UWF Alumni Room, Bldg. 12</i></p> <p><b>Sept. 12, 2016, 7 am – 5 pm</b> <b>Sept. 13, 2016, 7 am – 3 pm</b> <b>Sept. 14, 2016, 7 am – 3 pm</b> <i>UWF Conference Ctr. Bldg. 22</i> <b>Interview Schedule to be Determined</b></p> <p><b>September 12, 13 &amp; 14, 2016</b></p> <p><b>September 15, 2016, 9:00 am</b> <i>UWF Bldg. 82, Rm. 224 – Music Hall</i></p> <p><b>September 15, 2016</b> <b><i>(Immediately Following the Search Committee meeting)</i></b> <i>UWF Bldg. 82, Rm. 224 – Music Hall</i></p>	<p><b><i>Meeting</i></b> for Presidential Search Committee to:</p> <ul style="list-style-type: none"> <li>• Review references provided by Greenwood/Asher Search Firm; and</li> <li>• Select at least (3) unranked recommended candidates for on-campus interviews.</li> </ul> <p><b><i>(Public Meeting/No Webcast)</i></b></p> <p>The <b>final candidates’ on-campus interviews</b>, to be arranged with the advice and assistance of the Greenwood/Asher &amp; Associates Search Firm.</p> <p><b><i>(Public Meeting/No Webcast)</i></b></p> <p><i>UWF Board of Trustees may conduct interviews of the final candidates (if desired) during each candidate’s visit.</i></p> <p>Survey sent to Search Committee &amp; UWF Campus Community following each final candidate’s interview. Feedback will be compiled, tabulated &amp; provided to Search Committee at Sept. 15<sup>th</sup> meeting.</p> <p><b><i>Conference Call or Meeting</i></b> of the Presidential Search Committee to prepare presentation of at least (3) unranked candidates for consideration by the BOT.</p> <p><b><i>(Public Meeting/Webcast)</i></b></p> <p><b><i>Special Meeting of the UWF Board of Trustees.</i></b> Presidential Search Committee to present (3) unranked candidates to the Board. <b><i>(Public Meeting/Webcast)</i></b></p> <p><b>UWF Board of Trustees to select a new President.</b></p>	<p><b>Presidential Search Cmte, Greenwood/Asher &amp; Associates</b></p> <p><b>Presidential Search Committee, UWF Board of Trustees, Campus and Constituency Groups and Greenwood/Asher &amp; Associates</b></p> <p><b>Greenwood/Asher &amp; Associates and UWF Staff</b></p> <p><b>Presidential Search Cmte., Greenwood/Asher &amp; Assoc.</b></p> <p><b>Search Committee Chair and UWF Board of Trustees</b></p>

