

**College of Family and Consumer Science  
Associate Dean for Extension  
Search Committee Process**

**First Committee Meeting – November ??, 2012**

Charge committee and Launch Search

- Instructions from the Dean FACS
- Review Power Point – Suggested Process for Effective Search
- Review Position Announcement
- Review Time Line and Process
- Discuss Recruitment Strategy (possible candidates, institutions to approach, list-serves, associations, etc.)
- Preliminary Discussion about Interview Questions

\* Time Commitment 2 hours

**Recruitment Phase – November ??, 2011 through January 2, 2012.**

\* Time Commitment throughout the recruitment phase will be contingent on the Chairs availability to speak with top candidates; 10-20 highly qualified candidates

**Position Closes – January 2, 2012**

This is the date that will be listed in the position announcement calling for resumes. The position is open until filled. Although to be given full consideration, resumes need to be received electronically by midnight on January 2, 2012.

\* No Time Commitment

**Upload Resume Packets – January 3, 2012**

FACS uploads candidate resumes to ELC? for committee members to review. However, resume materials received before the deadline will be uploaded on a weekly basis. Committee members will be notified weekly when new materials are available on the website.

\*It is recommended that an individual dedicate time each night to review resume materials.

**Short List/Tally Meeting – January 10/11, 2012**

In this meeting the committee determines their top 6 to 8 semi-finalists. These semi-finalists will be invited to video interview.

\* Time Commitment 2 hours

**Google Checking – TBD, 2012 (I will ask Frank what this means)**

\* Time Commitment 2 hours

**\*\*Round One Interviews – (6 to 8 candidates) January 30 and 31, 2012**

January 30, 2012 (half day 1:00-5:00 pm)

January 31, 2012 (full day 9:00-5:00 pm)

\* Process typically includes 6 - 8 individual interviews; 1 hour each.

**Deliberation Meeting – January 31, 2012.**

Committee deliberation meeting following last round one interview. Committee will discuss candidate strengths and weakness.

\* Time Commitment 2 hours

**Reference Checking – January 31 – February 13, 2012.**

\* Time Commitment 2 hours

**\*\*Round Two, On-Campus Interviews**

Candidate 1 – February 14, 2012

Candidate 2 – February 27, 2012

Candidate 3 – February 29, 2012

Candidate 4 – March 1, 2012

\* Time Commitment Committee meeting, meals, presentation, escorting

\*\*Note: If the search committee determines there are only 2-4 viable candidates, the on campus interview process will begin January 30, 2012.