

# Provost & Vice Chancellor for Academic Affairs University of Massachusetts Boston Search Timeline

## Understanding the Challenge

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### **Launch Meeting**

Review the search process and timeline. Schedule dates for future meetings. Discuss the challenges, opportunities, and objectives for the position; review draft of a profile of the ideal candidate; and confirm process for review and approval of final document.

December

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### **Scoping Meetings**

Isaacson, Miller meets with faculty, administrators, students, and other stakeholders.

December

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### **Finalize Position Profile and Search Schedule**

Final approval of the public document. Distribute document to the search committee, post on the UMass/Boston website. Actively begin soliciting suggestions of sources and candidates.

December - January

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## Networking & Screening of Prospective Candidates

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### **Progress Reports**

Regular reports to the Search Committee Chair and/or full committee on the progress of the search; input from the Search Committee including additional suggestions of sources and candidates.

Bi-weekly January -  
February

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## Identifying Potential Candidates

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### **First Presentation: A Work in Progress**

Presentation of prospects and potential prospects, on paper, to the Search Committee. This is also an opportunity to share *initial* insights gleaned from networking and to review models for the ideal candidate.

By mid February

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### **Interviews by Isaacson, Miller**

Isaacson, Miller conducts in person or video interviews and notes impressions and recommendations for Search Committee.

Starting in January  
and continuing as  
needed

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### **Second Presentation: Progress Review for Search Committee**

Review of networking to-date detailing findings with the Search Committee. Search Committee decides on pool of individuals to interview.

By mid March

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## Selecting Finalists & Checking References

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### **Interviews by Search Committee**

Search Committee interviews candidates. This may take one or two full days. At the conclusion of the interviews the Search Committee meets to recommend finalists for campus visits.

Start in late March

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### **Checking References**

Isaacson, Miller conducts extensive references on each individual and reports findings to the Chancellor.

Starting in March

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### **Finalist Campus Visits and Interviews**

Chancellor's Office arranges campus meetings for the finalists with faculty, administrators, students and other stakeholders; this may also include an additional meeting with the Search Committee.

April

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### **Search Committee recommendation to the Chancellor**

Search Committee discusses all candidates and reviews candidate materials including feedback from campus visits with the goal of recommending finalists (unranked) to the Chancellor.

April - May

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## The Final Choice

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### **Final Selection**

Chancellor reviews all references and evaluation materials and selects the preferred candidate.

April - May

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### **Negotiations/Offer/Acceptance**

Isaacson, Miller helps, as appropriate, with the transition of candidate to employee.

May - June

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