

**Kern Community College District
Chancellor Search
TIMELINE (Updated July 10, 2023)**

DATES	DESCRIPTION AND HOURS
2023 Chancellor Search Preparation Begins, District and Academic Search	
	Activities by District in preparation of search:
May 30, 2023	- Preliminary meeting with KCCD HR and search consultants
June 7, 2023	- Follow up meeting consultant with Liaison Judy Caballero, Search Committee Chair Todd Coston, and VCHR Abe Ali.
June- July	- Search contract executed, forwarded to parties; search work begins (contract approved by BOT June 26, 2023)
June-July	- Timeline agreed (subject to BOT review on August 10), with dates for search events confirmed
June-July	- District contact named (if different from search liaison) for setting up meetings, doing calendar and videoconferencing invitations
July	- District VCHR facilitates consultant presentation (and exec session) being agendized for August 8 Board of Trustees meeting
August	- Liaison begins gathering general information and photos for search profile, or makes introductions to appropriate district staff who will provide materials to consultants
August 7-11	District and consultants discuss neo.edu site, language for neo.edu communications with applicants, timing of neo.edu activities, application components
August 11	District provides list of vendors used for president/chancellor position announcements; district provides consultants with access to draft neo.edu site for Chancellor search
August 15-18	Advertising plan submitted to District for approval; approval given for plan
August 20	All general information and photos for Profile received from District
Public-Facing Chancellor Search Activities are Launched	
August 8-9	On-site consultant meetings at KCCD -Meetings with College Presidents, District Office Administrators, Search Committee Chair, BOT Chair -Board of Trustees Meeting: Presentation and Discussion -Meetings with search liaison and VCHR
August 28 -31	Virtual listening sessions for faculty, staff, students at the colleges, staff at district, and administrators

September 7	Draft Profile language sent to District; reviewed by Search Chair, Liaison, (BOT/other designees) and approved (2-3 day range) NOTE: Allow an average of 7-10 days after approval for profile to be formatted and to go through internal proofing
September 15	Formatted Profile and Ad sent to District and approved (1-2 day range)
September 20 through 22	Recruitment launched (this is a 3-4 day process across multiple outlets; needs to start on a week-day). District neo.edu for position goes live, position posted on district website and social media; postings include links to search profile and ASI search posting.
September 22 to November 2	Recruitment and application period (6 weeks)
Search Committee Responsibilities Begin and Continue to Mid-November	
September 11-14	Search committee roster finalized including BOT participation, following confirmation of availability for dates [faculty, classified professionals, administrators, students/student government, community partners, district representation]
September 18	Initial Search Committee Meeting <ul style="list-style-type: none"> - Welcome and opening remarks- Chair - Orientation, charge, roles and responsibilities- Consultants 1:00 to 3:00 p.m.
October 26	Committee meets to prepare for application review and participate in ASI “widening the lens” training (preliminary discussion re semifinalist interview questions) 1:00 to 4:00 p.m.
First full week of November	Semifinalist interview questions finalized
November 2	Best consideration deadline for applications. Position remains open until filled. Application site on neo.edu open through Nov 6 a.m.
Nov 7 by 12:00 p.m. Noon	Committee members submit candidate rankings
Nov 8	Committee meets to select semifinalist candidates and discuss semifinalist interview question/process. [Determination of process, virtual versus in-person, and related details.] 1:00 to 4:00 p.m.
Nov 9	Preliminary background checks by ASI begin: social media; Internet; in-the-news; etc. (ideally 10 days between selection of semifinalists and interviews)
November 15-16	Virtual Semifinalist Interviews Search Committee selects finalists to recommend to BOT NOTE: Search Committee responsibilities completed Both full days should be blocked for interviews and deliberations (detailed schedule will be developed separately)

Finalist Selection Process for Board of Trustees Begins	
November 9	Board of Trustees determines finalist on-site visit and BOT interview process and logistics: schedules and hosts/guides to accompany participants; details about AV support; any presentations/rubrics.
November 17	Search Committee recommendation of finalists completed
November 18	Due diligence, referencing, and deep background checks for finalists by ASI/consultants begins
Nov 17-18	Finalists notified, invited to KCCD
Nov 27	Detailed schedule, presentation information, campus contact cell and office phone/email sent by district to finalists.
December 4, 5, ½ day 6 if needed	Finalist Interviews (2 maximum per day, to include meal with the Board of Trustees, District Zoom forums, and other activities TBD). An e-survey for constituent input from Zoom forums will be available for the duration of the finalist visits.
December 5 or 6 at conclusion of finalist interviews (or prior to start of interviews if requested by BOT)	Presentation by consultants of in-depth background information to BOT. BOT tentatively selects finalist and alternate; requests any additional follow-up due diligence; requests signature of preliminary offer letter from candidate pending negotiations.
Dec 12	Signed preliminary offer letter by candidate/district (pending contract negotiations and approval by BOT)
January 18	Board approves contract and appointment Appointment and Start Date are Announced [Desired candidate starts March 2023 with flexibility for a July 1 start]

ASI Academic Search Contacts:

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