

**TEXAS TECH UNIVERSITY
VICE PRESIDENT FOR RESEARCH
SEARCH WORKPLAN**

Understanding the Challenge	<i>Scheduled Date(s)</i>
<p><i>Launch Meeting</i> Review the search process and timeline. Schedule dates for future meetings. Discuss the challenges, opportunities, and objectives for the position and begin developing a profile of the ideal candidate.</p>	January 27 th
<p><i>Scoping Meetings</i> Isaacson, Miller meets with board, staff, and other stakeholders.</p>	January 27 th / February 17 th
<p><i>Finalize Position Profile and Search Schedule</i> Final approval of the public document. Confirm the search schedule. Distribute any preliminary lists of applicants and nominees. Solicit suggestions of sources and candidates.</p>	February 10 th
Networking & Screening of Prospective Candidates	
<p><i>Progress Reports</i> Regular reports to the search chair on the progress of the search; input from the search committee including additional suggestions of sources and candidates.</p>	Ongoing
Narrowing the Field	
<p><i>Interviews by Isaacson, Miller</i> Isaacson, Miller interviews candidates in person and notes impressions and recommendations for search committee in preparation for second presentation.</p>	Mid-March to Mid-April
<p><i>Presentation: Candidates</i> Presentation of full candidate pool on paper, to the search committee. Search committee decides on pool of candidates to interview.</p>	April 13 th 11am-2pm CT
Selecting Finalists & Checking References	
<p><i>Interviews of Semi-finalists by Client</i> Search Committee interviews candidates and selects finalists. This typically takes one-two full days.</p>	May 3 rd
<p><i>Checking References</i> Isaacson, Miller conducts extensive references on each candidate and reports findings to the search chair.</p>	May
<p><i>Finalist Interviews and Visits</i> Client arranges meetings for the finalists with senior staff and a second round of interviews with the committee. This often includes a public campus visit of the final candidates.</p>	Week of May 8 th or 15 th
The Final Choice	
<p><i>Final Selection</i> The search chair reviews all references and evaluation materials and selects its preferred candidate.</p>	Mid-May
<p><i>Negotiations/Offer/Acceptance</i> Isaacson, Miller helps, as appropriate, with the transition of candidate to employee.</p>	Mid-May