

PALO ALTO COLLEGE: PRESIDENT SEARCH CALENDAR

Note: Bold typeface indicates 5 required meetings for Advisory Search Committee

April 16-May 25	Advertising, Outreach, Nominations
April 30	Finalize Search Committee and Alternates and send invitations
May 15 3-4 p.m.	Advisory Search Committee Meeting 1 <ul style="list-style-type: none">• Charge to the Committee by Chancellor/Incoming Chancellor• Roles: Search Consultant, Committee Chair, Committee Members
May 31 3-4:30 p.m.	Advisory Search Committee Meeting 2 <ul style="list-style-type: none">• Search Process overview/orientation/discussion• Search consultant and HR discussion on applicant pool and interview guidelines/protocols• Access to applicant pool
June 12 3-5 p.m.	Advisory Search Committee Meeting 3 <ul style="list-style-type: none">• Search Consultant overview of applicant pool• Committee discussion/identify candidates to interview• Discussion of interview format/guidelines• Committee develops interview questions
June 19 and 20 1-5 p.m. (each day)	Interviews of Candidates by Advisory Search Committee
June 26, 27, 28	Finalists' Forums and college/district meeting groups
Week of July 9	Finalists' Interviews with Chancellor/Incoming Chancellor
July 16	Hiring Decision Announced
July 24	Board of Trustees Approve Appointment