

University of Hawai'i · Kapi'olani Community College

Calendar for Chancellor Search Process
(This schedule may change as circumstances require.)

1. August 15, 2006
Recruit search coordinator from campus.
2. August 28, 2006
Search Coordinator meets with Vice President for Community Colleges (VPCC) and Executive Assistant to review appointment, compensation, responsibilities, procedures, and time frame.
3. August 29, 2006
VPCC's announcement to campus through the Bulletin and forwarded email that the search process has started.
4. January 26, 2007, 1:30 p.m., KAP CC, Olona 201
Appointed Chancellor Search Advisory Committee (CSAC) members meet with VPCC. Provide charge and directions to CSAC regarding:
 - a. scope of the CSAC's task
 - b. criteria to be followed in evaluating candidates
 - c. marketing with search consultant
 - d. time frame
 - e. form of recommendations to be made

Chair and Vice-Chair will be selected by the CSAC.

5. Advertising recruitment for candidates (submittal deadlines below for publication beginning on February 21, 2007 with initial closing date approximately 30 days after ad published locally)
 - Work at UH – online (due February 21, 2007 for February 21, 2007 post date)
 - Honolulu Star-Bulletin (due Wednesday, February 21, 2007 for Sundays, February 25, 2007 and March 04, 2007 publication dates)
 - Chronicle of Higher Education (February 12, 2007 deadline for February 23, 2007 publication and online posting)
 - Letters to national organizations (e.g., League for Innovation in the Community College, CC Leadership Development Initiative (CCLDI) and American Association of Community Colleges) with brochure (March 09, 2007)

Initial closing date for applications: Tuesday, March 27, 2007, with continuous recruitment until the position is filled.

6. March 02 – March 27, 2007

The CSAC will develop interview questions and rating system for evaluating the interviewed candidates. The Office of the Vice President for Community Colleges' Director of EEO/AA must review the questions.

The CSAC will create from its members a Subcommittee for the Initial Screening of Candidates. This Subcommittee will select a chair. The Subcommittee will develop procedures for the screening of the applications using the criteria in the advertisement of minimum and desirable qualifications.

7. March 28 – April 04, 2007

The Subcommittee for Initial Screening will review applications, deliberate, and select the outstanding candidates who should be interviewed by the whole CSAC.

8. April 05 – 11, 2007

Search Coordinator will contact and schedule applicants for interviews. Candidates will be provided with College, University, and State information.

9. April 09 – 20, 2007

The CSAC will create a new list of interview questions for the second round of interviews. The Office of the Vice President for Community Colleges' Director of EEO/AA must review these questions.

10. April 19 – 20, 2007

The CSAC will interview the candidates.

The CSAC will deliberate and recommend candidates to the next level of interview. Prepare a list of recommended candidates and forward to the VPCC via the Search Coordinator.

11. April 21 – 24, 2007

Search Coordinator will contact and schedule the next round of interviews with the recommended candidates.

12. May 03, 2007 (Thursday)

- Second interviews (physical) for all invited candidates with CSAC
- Candidate No. 1 interviews with VPCC and/or President
- Campus visitations, open forums, lunches, and light refreshments with Candidates No. 2 and 3 (Detailed and final schedule to be developed.)

13. May 04, 2007 (Friday)

- Interview for all candidates with the Executive Interview Committee
- Candidates No. 2 and 3 interview with VPCC and/or President
- Campus visitations, open forums, lunches, and light refreshments with Candidate No. 1 (Detailed and final schedule to be developed.)

14. May 07, 2007 (Monday)
All CSAC recommendations and feedback to VPCC via Search Coordinator.
15. May 11, 2007 (Friday), 2:00 – 4:00 p.m.
VPCC discussion of final recommendation with CSAC.
16. May 14, 2007 (Monday)
VPCC selects recommended candidate for appointment. Processing of recommendation via President and Vice President for Administration.
17. July 09, 2007 (Monday)
Recommendation to Board of Regents via President.
18. July 19, 2007 (Thursday)
Deadline for agenda items/reports to BOR Office.
19. July 26 - 27, 2007 (Thursday – Friday)
Board of Regents meeting.
20. September 04, 2007 (Tuesday)
Chancellor's effective date of appointment.
21. Date TBD
Press release by President or VPCC.
22. Date TBD
Welcome reception.