

Date	Action Items
Thursday 10/11/18	Prepare search materials for VPAA search process
10/8/18 – 10/19/18	Identify Search Committee members
10/8/18 – 10/19/18	Invite Search Committee members to serve
Tuesday 10/16/18	Announce search for VPAA to campus community
Tuesday 10/19/18	Post VPAA position (HigherEdJobs.com, CCSNH website, Indeed.com, Glassdoor, LinkUp, Monster)
Tuesday 10/23/18	Hold Kick-off meeting of the Search Committee
Tuesday 10/19/18	VPAA position posted
Friday 11/2/18	Send initial, certified applicant materials to Search Committee for review
Friday 11/16/18	First full review all certified applicants to decide who advances (8-10 applicants for Spark Hire Interview)
11/19/18 – 11/25/18	Spark online interviews (8-10 applicants)
11/26/18 – 11/29/18	Search Committee reviews online interviews to prepare for 11/30/18 meeting
Friday 11/30/18	Search committee meeting to discuss online interviews and finalize ranking to guide selection of finalists for on campus interviews
12/6/18 – 12/7/18	On campus interviews for regional finalists
12/10/18	On campus interviews for non-regional finalists
Week of January 7, 2019	VPAA Announcement