

Loyola University New Orleans

Provost

(Bolded dates indicate Search Committee activities)

OCTOBER

- 11 - 12 Consultants visit campus for startup conversations
- 11 - 12 **First search committee meetings with consultants**
- Ongoing CHE ad prepared; Position description prepared and finalized; Initial outreach Begins.
- 24 **8:30 – 9:30 a.m. – Search committee meeting with Provost Kvet.**
- 31 **8:30 – 9:30 a.m. – Search committee meeting with Deans.**

NOVEMBER

- Ongoing Outreach and recruitment
- 7 10:30 – 11:30 a.m. (C.S.T.) Search Committee meeting with Vice Presidents, followed by update on search. (Consultants join by phone.)
- 14 8:00 – 9:00 a.m. (C.S.T.) Search Committee meeting with Vice Provosts. Loyola HR representative to attend last 15 minutes to discuss principles for reviewing applications and conducting interviews. (Consultants join by phone).

DECEMBER

- 2 8:30 – 9:30 a.m. (C.S.T.) Search Committee meets (consultants join by phone): prepare for candidate selection

JANUARY

- 10 12:30 – 3:30 p.m. (C.S.T.) Search committee meets to select candidates for first-round interviews (three hours)
- Mid Witt/Kieffer conducts reference and background checks
- 24-25 First-round interviews (two full days, off-site)

FEBRUARY

- Ongoing Referencing
- 6-9, 14-17 Two-day visit to campus by top candidates
- 27-29 Search committee meeting with deans for direct feedback on top candidates.
- 27-29 Search committee meeting with president before committee's formal recommendation to president.
- 27-29 Search committee meets to prepare final recommendation to president

MARCH

- Early Appointment announced

Important Dates:

Thanksgiving Recess	Nov 23 - 25
Winter Break	Dec 19 – Jan 6
Martin Luther King Day	Jan 16
Mardi Gras Week	Feb 20 - 24
Easter Holiday	April 2 - 9