

KALAMAZOO PUBLIC LIBRARY

SUPERINTENDENT SEARCH **APPROVED** PROCESS AND TIMELINE

Items highlighted in yellow indicate an in-person meeting with the consultant(s)

DATE

Stage 1 Board Input & Preparation	<u>11/13/2023</u>	Consultant planning meeting with the Board and discussion regarding individual Board member interviews. (Time: 5:00 p.m. ET) (virtual)
	<u>11/14/2023</u>	Begin preparing information for the library promotional flyer or job description and online application form with the board representative(s).
	<u>11/14/2023</u>	Notify all associates and other professional contacts of vacancy.
	<u>11/14/2023</u>	Contact constituents and stakeholders for input meetings on <u>11/28/2023</u> .
Stage 2 Profile Development & Process	<u>11/28/2023</u>	Meetings with constituent and stakeholder group representatives. (in person and virtual)
	<u>11/29/2023</u>	Promotional flyer draft due.
	<u>11/30/2023</u>	Board to finalize Library Director profile for the promotional flyer or job description and online application form. (Time: 5:00 p.m. ET) (virtual)
Stage 3 Recruiting & Screening	<u>12/01/2023</u>	E-mail promotional flyer and online application instructions to interested candidates.
	<u>1/01/2024</u>	Deadline for all application materials. <i>(*See note below.)</i>
	<u>1/02/2024</u>	Consultant emails links for completed applications to Board for review.
	<u>1/09/2024</u>	District liaison to give consultants names of 8 to 10 candidates to screen and vet.
Stage 4 Candidate Presentation	<u>1/16/2024</u>	Links to candidate application packets/videos sent to Board for review prior to 1/18 meeting.
	<u>1/18/2024</u>	Consultant develops and finalizes interview questions and procedures with the Board. Top candidates are presented to the Board and consultant assists the Board in selecting finalists for the interviews. If desired, consultant will meet with constituents and staff interview group(s) to discuss their roles. (Time: 5:00 p.m. ET) (in person)
	<u>1/23-24/2024</u>	Interview top candidates (1 st round). (virtual) 5:15 p.m., 6:15 p.m., 7:15 p.m. (45 min.) both nights
	<u>1/24/2024</u>	Meeting with consultant following the last interview. (Time: <u>TBD</u>) (virtual)
Stage 5 Selection of Finalist & Future Planning	<u>2/6-7/2024</u>	Interview finalist candidates (2 nd round). (In person) Moderated forums (45 min to 1 hr.) and presentations on 2/6; Board interviews on 2/7
	<u>2/07/2024</u>	Final meeting with consultant following the last interview. (Time: <u>TBD</u>)
	<u>TBD</u>	Consultant will discuss contract terms with the finalist.
	<u>TBD</u>	Offer the contract.
	<u>TBD</u>	Press release of new Library Director.

***All applications will be reviewed. Materials received after the closing date may be given full consideration depending upon the number of applications received and other factors.**

(Actual dates to be determined in the first meeting with the Board.)