

CHAMPAIGN UNIT 4 SCHOOL DISTRICT SUPERINTENDENT SEARCH **APPROVED** PROCESS AND TIMELINE

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

DATE

DATE	DESCRIPTION
Stage 1 Board Input & Preparation	07/23/2020 Consultant planning meeting with the Board and individual Board member interviews. <i>(Time: TBD)</i> (option to conduct via Zoom or gotomeetings.com)
	07/24/2020 Begin preparing information for the District promotional flyer or job description and online application form with the District liaison representative(s).
	07/24/2020 Notify all associates and other professional contacts of vacancy.
Stage 2 Profile Development & Process	8/10/2020 Online survey link, for input on developing the profile, available on District website from <u>8/10/2020</u> to <u>9/22/2020</u> .
	08/19/2020 District to contact constituents and stakeholders regarding input meetings on <u>9/16-17/2020</u> .
	09/16-17/2020 Meetings with constituent and stakeholder group representatives.
	09/22/2020 8 a.m. deadline for survey/input from constituents, stakeholders and Board members, including online survey.
	09/23/2020 Promotional flyer draft due.
09/29/2020 Board will review Constituent/Stakeholder Survey and Meeting Results and finalize Superintendent profile for the promotional flyer and online application form. <i>(Time: TBD)</i> (This is a public meeting with the option to conduct via Zoom or gotomeetings.com)	
Stage 3 Recruiting & Screening	10/02/2020 Print promotional flyer.
	10/02/2020 E-mail promotional flyer and online application instructions to interested candidates.
	11/29/2020 Deadline for all application materials. <i>(*See note below.)</i>
Stage 4 Candidate Presentation	12/16/2020 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. <i>(Time: TBD)</i> Candidates written information can be sent in advance on 12/14/20 for review. Total confidentiality is required.
	Wk 1/04/2021 Interview top candidates (1 st round).
	Wk 1/04/2021 Meeting with consultant following the last interview. <i>(Time: TBD)</i>
Stage 5 Selection of Finalist & Future Planning	Wk 1/11/2021 Interview finalist candidates (2 nd round). <i>(Optional)</i>
	Wk 1/11/2021 Final meeting with consultant following the last interview. <i>(Time: TBD)</i> (option to conduct via Zoom or gotomeetings.com)
	TBD Consultant will discuss contract terms with the finalist.
	TBD Offer the contract.
	TBD Press release of new Superintendent.
TBD Board Self-Assessment Survey Results presented to the Board.	

***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.)