SFFS DIVISION HEAD SEARCH PROCESS & GENERAL TIMELINE

SET UP & PLANNING

- Create Search Committee
- Research and interview search firms
- Select search firm
- Interview faculty to identify characteristics and experiences they want to see in next division head

OCT / NOV

DISCOVERY & DEFINITION

- Search firm gets to know us, our culture, our needs
- Search firm visits SFFS, meets with Search Committee, & reads faculty notes
- Search firm & Search Committee create position statement

NOV / DEC

CANDIDATE SOURCING& SCREENING

- Search firm finds candidates, interviews, selects top 10
- Search firm creates candidate packets for Search Committee

ONGOING

CANDIDATE INTERVIEWS

- Search Committee interviews viable candidates presented in pool
- Committee selects three finalists

FINALIST VISITS

- Finalists visit in person
- Search Committee hosts meet-and-greets with community (all staff, students, parent group)

FINAL SELECTION & OFFER

- Search Committee collects feedback from community, makes recommendation to Head of School / Incoming Head of School
- Head of School / Incoming Head of School selects, makes offer

DEC / JAN

JAN / FEB

FEB