

Position Search: Vice Provost for Planning and Effectiveness

Chair of Search Committee: Dr. Laurie Witherow, Vice Provost for Enrollment Management
Academic Affairs Liaison: Mitzi Dunkley, Faculty Recruitment Specialist; Angie Price, Support Staff

Working TASK/TIMELINE

TASK	START	DELIVERABLE	PERSON RESPONSIBLE
Search Committee formed/charged/organized		Meeting (charge, roles, timeline, process, final ad shared, etc.) Selection criteria and phone and face-to-face questions generated	Charge – Provost/Witherow
Position Advertised	3/1		Mitzi Dunkley
Search Committee begins application material review	3/30		All committee members
Search Committee discusses candidates & identifies candidate pool	4/8	Recommended list of possible candidates (pool)	All committee members; Chair forwards candidate pool
List approved by MTSU decision makers	4/10	Approved pool	MTSU – Office of Institutional Equity & Compliance
Finalists on campus for interviews	4/15-4/20	Complete interviews	Witherow/Price
Provost’s Office collates campus input	4/20 – 4/22	List of strengths and weaknesses sent to decision makers	Witherow/Price
Search Committee discusses and develops strengths/weaknesses list of final candidates	4/24	Aggregated information report	Witherow, committee members
Decision makers review, discuss finalists, and make choice	4/27		President/Provost discuss
Make offer	TBD	Offer sent to candidate	Provost