**Administrator Position Title and Candidate Name**:

**Day One: Include Weekday and Date**:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Start Time** | **to** | **End Time** | **Meeting & Participants[[1]](#footnote-1)** | **Location** |
| 12:30 | to | 12:45 PM | Welcome - Search Committee Chair |  |
|  |  |  |  |  |
| 1:00 | to | 1:45 PM | Faculty Representatives from all campuses (On Campus &Virtual) |  |
|  |  |  |  |  |
| 2:00 | to | 2:45 PM | President  |  |
|  |  |  |  |  |
| 3:00 | to | 3:45 PM | Staff and Administrator Representatives from all campuses |  |
|  |  |  |  |  |
| 4:00 | to | 4:45 PM | Provost and Vice President for Academic Affairs |  |
|  |  |  |  |  |

**Day Two: Include Weekday and Date**:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Start Time** | **to** | **End Time** | **Meeting & Participants**1 | **Location** |
| 8:30 | to | 8:45 AM | Greetings - Search Committee Chair |  |
|  |  |  |  |  |
| 9:00 | to | 9:45 AM | Academic Deans  |  |
|  |  |  |  |  |
| 10:00 | to | 10:45 AM | Vice Presidents and Athletic Director |  |
|  |  |  |  |  |
| 11:00 | to | 11:45 AM | Mission Integration/Jesuit & Mercy  |  |
|  |  |  |  |  |
| 12:00 | to | 12:45 PM | Lunch Break (possibly with DEI Officers, University Ministry, or Students) |  |
|  |  |  |  |  |
| 1:00 | to | 1:45 PM | Student Representatives from all campuses & Dean of Students |  |
|  |  |  |  |  |
| 2:00 | to | 2:45 PM | Faculty Representatives from all campuses (On Campus &Virtual) |  |
|  |  |  |  |  |
| 3:00 | to | 3:45 PM | Search Committee Wrap-Up |  |
|  |  |  |  |  |
| 4:00 | to | 7:00 PM | Campus Tours and Dinner |   |
|  |  |  |  |  |

1. Where convenient, list participants’ titles and names. For example, Provost and Vice President for Academic Affairs - Pamela Zarkowski; Dean of the School of Architecture & Community Development - Dan Pitera; President of the McNichols Faculty Assembly - Mary-Catherine Harrison; Professor and Chair of the Department of Chemistry and Biochemistry - Matthew Mio. [↑](#footnote-ref-1)