

# State Board of Education's Search and Selection Process For the Florida Commissioner of Education February 20, 2007 (*Revised*)

*Red designates State Board of Education (SBE) engagement*

## February

### **Feb. 20 SBE Approves Search and Selection Process**

- Approve Commissioner of Education Desired Qualifications and Job Description
- Approve SBE Search and Selection Process

## February - April

### **SBE Secures Independent Search Firm**

- Feb. 19 DOE posts Intent to Negotiate (ITN) to Florida Vendor Bid System
- Feb. 23-28 DOE accepts and responds to questions
- Mar. 9 Proposals due to DOE
- **Mar. 12-19 Proposals reviewed and ranked by SBE members serving as the ITN Evaluation Committee**
- **Mar. 20 SBE reports ratings of search firms and ranks at March 20<sup>th</sup> SBE meeting**
- Mar. 26 ITN Negotiations Committee\* starts negotiations with highest-ranked vendor
- March 29 DOE posts results of final negotiations
- April 5 DOE executes contract with selected search firm

*\* The ITN Negotiations Committee will be designated by SBE Chair*

## April - May

### **Search Firm Confirms Vision with Leadership**

- **Apr. 5 SBE meeting via a conference call to articulate vision and respond to questions from Search Firm (meeting date may be adjusted as needed)**
- April 5-13 Search Firm engages participation and input of constituencies.
- **Apr. 17 Search Firm provides status update at April 17<sup>th</sup> SBE meeting**

### **SBE Considers Pool of Qualified Candidates and Selects Top Candidates for Interviews**

- Apr.-May 11 Search Firm advertises, recruits and screens potential "qualified" candidates
- **May 15 Search Firm reports entire list of candidates at May 15<sup>th</sup> SBE meeting and facilitates conversation of SBE members to narrow pool of candidates. SBE selects top 3-5 candidates to be interviewed.**

## May – June

### **SBE Interviews Selected Candidates**

- May-June 1 Search Firm confirms credentials, performs reference checks and facilitates SBE interviews of up to 5 candidates
- **June 4-15 SBE conducts interviews with selected candidates at scheduled SBE meeting(s). (One or two board meetings will be scheduled between June 4-15 for candidate interviews.)**
- **Jun 19 SBE selects final candidate at June 19<sup>th</sup> SBE meeting**

**June -- Search Firm acts at direction of SBE to extend employment offer and facilitates negotiation of terms (repeat as necessary)**