

# Casper College

## Search Timeline: Vice President of Vice President of Academic Affairs Casper College, WY

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| <b>December 8-9, 2025</b>     | Forums and/or survey to solicit feedback to support the development of the Draft Profile. Vice President of Academic Affairs Search Committee finalized.   |
| <b>December 12, 2025</b>      | Profile is posted on College and ACCT websites. ACCT conducts targeted local, state-wide, and national one-to-one recruitment of highly competitive and diverse candidates. LC places national ads. ACCT prepares and schedules blast email to over 18,000 higher education leaders. |
| <b>January 21 or 22, 2026</b> | <b>Search Committee Meeting #1:</b> Search Committee Training, orientation and review timeline. Discussion of confidentiality, ground rules, etc. President to formally Charge the Search Committee.   |
| <b>January 26, 2026</b>       | <b>Target Date for Receipt of Applications.</b> Position open until filled.  |
| <b>Jan. 28 – Feb. 9, 2026</b> | Search Committee members review and rate the confidential applications via ACCT's secure portal.   |
| <b>February 17, 2026</b>      | <b>Search Committee Meeting #2:</b> Search Committee meets to discuss and select approximately 7 – 9 confidential semifinalists. (5 – 6 hour meeting).   |
| <b>February 26 - 27, 2026</b> | <b>Search Committee Meeting #3:</b> Committee meets for confidential semifinalist interviews. (Two-day interview process, candidates interview via zoom). Search Committee deliberates and selects 3 - 4 finalists and forwards recommendations to the President.                    |
| <b>Week of March 9, 2026</b>  | Finalists visit the College for tours, meet with constituent groups, meet with direct reports, etc. Finalists interview with the President.  |
| <b>Mid-March 2026</b>         | President selects a first-choice candidate. ACCT provides oral in-depth reference reports on final candidate. President negotiates contract and then announces the hire. New Vice President of Academic Affairs is announced.  |
| <b>July 1, 2026</b>           | Start date for next Vice President of Academic Affairs or as agreed upon by the Vice President and President. <u><b>Start date is flexible.</b></u>  |