



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

December 8-9, 2025	Forums and/or survey to solicit feedback to support the development of the Draft Profile. Vice President of Academic Affairs Search Committee finalized.
December 12, 2025	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.
January 21 or 22, 2026	Search Committee Meeting #1: Search Committee Training, orientation and review timeline. Discussion of confidentiality, ground rules, etc. President to formally Charge the Search Committee.
January 26, 2026	Target Date for Receipt of Applications. Position open until filled.
Jan. 28 – Feb. 9, 2026	Search Committee members review and rate the confidential applications via ACCT's secure portal.
February 17, 2026	Search Committee Meeting #2: Search Committee meets to discuss and select approximately 7 – 9 confidential semifinalists. (5 – 6 hour meeting).
February 26 - 27, 2026	Search Committee Meeting #3: 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.
Week of March 9, 2026	Finalists visit the College for tours, meet with constituent groups, meet with direct reports, etc. Finalists interview with the President.
Mid-March 2026	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.
July 1, 2026	Start date for next Vice President of Academic Affairs or as agreed upon by the Vice President and President. <u>Start date is flexible.</u>