

Massachusetts Department of Higher Education

Commissioner Search

Timeline & Key Dates – DRAFT (4.20.2022)

STAGE	DATE	ACTIVITY
Pre-search Prep & Search Launch	Week of April 20 (11 am – 1 pm ET)	Commissioner Search Advisory Council (CSAC) kick-off meeting: review the committee’s charge, commit to confidentiality, establish timeline and future meetings (via Zoom).
	Week of April 28	Launch search website; include message from the Chair, feedback form, nomination form, and schedule for listening sessions & open forums.
	Week of May 2	Search Consultants hold listening sessions and open forums (via Zoom).
	Week of May 9	CSAC meets to approve search profile (via Zoom).
	Week of May 16	Search is formally launched.
Recruitment & Application Review	Mid-May to Late July	Recruitment period.
	Week of July 18	Confidential website with applications is open. CSAC meets to discuss implicit bias and application review (via Zoom).
	July 28	“Soft” deadline for applications; position remains open until filled.
	Week of August 1	CSAC meets to select candidates for initial interviews (via Zoom).
Interviews, Due Diligence & Appointment	Week of August 8	CSAC conducts initial interviews (via Zoom) and selects candidates to move forward.
	Weeks of August 15 and August 22	Due diligence, referencing, and deep background checks are conducted; finalist names are released.
	Week of August 22	Board of Higher Education conducts finalist interviews (via Zoom or in-person TBD).
	Week of August 29	Board of Higher Education meets to vote on appointment (via Zoom); formal announcement follows.
New Commissioner	Early October	New Commissioner begins.