

TO: Members of the National Assessment Governing Board

FROM: Mark Musick and Michael Nettles

DATE: January 18, 2002

Here is an update on action taken since our November meeting and a summary of a possible schedule for the process to select an Executive Director for the Board.

A contract has been prepared and concluded with Dan Taylor, the Board's former Deputy Director, to assist the Board in the selection process. The contract provides for 20 days of service through September 30, 2002 (the last day of the federal fiscal year).

A summary of a possible schedule that is intended to reflect our discussions at the November Board meeting is sketched out below. All of the details of the selection process are not included in this outline, but many of these have been accounted for in our discussions with Dan Taylor. Your comments and suggestions should be sent by email, fax, or telephone at one of the addresses and numbers listed at the end of this note.

We will have this outline, with any suggestions, and other materials distributed prior to our March 2 breakfast meeting.

Schedule and Process for Executive Director Selection

1. Contract with consultant (Dan Taylor) for assistance to Board (December 2001).
2. Draft and circulate job description and announcement soliciting nominations/applications for Executive Director's position to Board and seek Board member suggestions and perspectives on necessary experiences and qualities of Executive Director (February 1, 2002).
3. Approval of planned search and recruitment activities, including announcement procedures, selection process, responsibilities of Executive Committee and full Board in selecting its Executive Director (March 2, 2002).
4. Position announcement published in selected media (midMarch 2002).

5. Position announcement and letter mailed to NAGB list to which Board member nomination letters are sent (March 15, 2002).
6. Report to Board on nominations and applications, email (April 15, 2002).
7. Progress report to Board on nominations/applications. Board chooses date and location for its August/September interview of candidates (May 18, 2002).
8. Cut off for nominations/applications (June 14, 2002).
9. Through process approved by Board, with consultant's assistance, list of candidates is narrowed by Executive Committee prior to August Board meeting (before August 1, 2002).
10. Board selects candidates to be interviewed and discusses selection interview process. (August 3, 2002).
11. Interviews held (August/early September 2002); candidate(s) selected.
12. Board confirms appointment with candidate, effective January 2, 2003.
(The day of or day following Board's selection.).
13. Roy Truby completes service as the Board's bestever Executive Director (October 31, 2002).
14. Sharif Shakrani named interim Executive Director (November 1, 2002).
15. Executive Directorelect attends November 2002 Board meeting as observer.
16. New Executive Director assumes position on January 2, 2003.

Mark Musick, Chairman
Chairman

National Assessment Governing Board
Governing Board

Tel. (404) 8759211

Fax (404) 8721477

email mark.musick@sreb.org

Michael T. Nettles, Vice

National Assessment

Tel. (734) 7641982

Fax (734) 7648218

email nettlesm@umich.edu

