May 29, 2012

To: **Members, Oregon Education Investment Board**

From: **Julia Brim-Edwards, Chair**
Chief Education Officer Screening Panel
Members: Kay Toran, Hanna Vaandering, Lynne Saxton, Ed Ray
Tim Nesbitt and Ben Cannon, Governor's Office.

Subject: **Recruitment and Hiring of Oregon's Chief Education Officer**

RECRUITMENT – SCREENING PANEL
Governor Kitzhaber appointed a five-member screening panel for the Chief Education Officer in fall of 2011. The charge was to hire a recruitment firm, build a position description, and work with the firm to recruit, interview and reference candidates. The Screening Panel was to then make a recommendation to the Governor on a candidate or candidates to consider for advancement to the full Oregon Education Investment Board (OEIB).

POSITION DESCRIPTION -- COMMUNITY ENGAGEMENT
The Screening Panel used as the foundation for the position description the deliverables related to the Chief Education Officer outlined in Senate Bill 909. In building the position description the screening panel and its members met with a diverse group of Oregon leaders, stakeholders, and organizations to hear perspectives on the core competencies, skills, and experience that the screen panel should seek in the candidates for the position.

The groups and individuals engaged during this process included:

- University presidents, both regional and statewide; members of the Board of Higher Education
- Oregon Community College presidents
- K-12 School Superintendents
- Teachers and union representatives
- Oregon Education Investment Board members – representing a range of stakeholders
- State Superintendent of Public Instruction
- Oregon School Board Association leadership and members
- Business association leaders
- Parent advocacy groups
- Student representatives

In addition, members of the public had an opportunity to weigh in on the draft position description and provide information and recommendations to inform the Screening Panel's work. More than 250 Oregonians responded to the online survey, and the OEIB meetings provided an opportunity for public comment in December and January.

As part of that process, it was identified that additional clarification needed to be made in the authorities granted to the Chief Education Officer. As a result, the Governor and OEIB successfully advanced legislation in the 2012 legislative session to make these statutory clarifications.

RECRUITMENT FIRM
Through a competitive process, the Screening Panel selected Greenwood/Asher (GA) to assist the Panel in the recruitment of the Chief Education Officer.

ADVERTISEMENT
Greenwood/Asher worked through the Barnard Hodes Group and with Claire Speidel to place advertisements for the Chief Education Officer position. Advertisements were placed in the following: *Chronicle of Higher Education* (publication and website) and online at *DIVERSE*, *Hispanic Outlook*, *Inside Higher Education*, *American Association of School Administrators, the National Council of Nonprofits and the Foundation Center*.

MARKET SEGMENTATION – Outreach
Five hundred and sixty-four (564) contacts were made in the search by Greenwood/Asher & Associates (G/A). One hundred and ninety-five (195) nominations were received from outreach calls by G/A and from members of the Screening Panel and the Oregon community.

DIVERSITY OUTREACH
About 564 source and prospect contacts were made. Of those, 210 (37%) of the contacts were to females, and 354 (63%) were to males. Contacts were made with many candidates to create a diverse pool of active candidates

PROSPECT REVIEW; FIRST, SECOND, AND THIRD INTERVIEWS
On March 22, the Screening Panel met to review leading prospects for consideration. The panel invited 11 candidates from the 52 applicants for first interviews. Ten candidates participated in the first round of interviews on April 1 and 2, 2012. Based on first interviews, four candidates participated in a second round of interviews. On May 4, Governor Kitzhaber and all the members of the Screening Panel interviewed three candidates.

REFERENCING; BACKGROUND CHECKS; TERMS OF EMPLOYMENT
The screening panel and the consultants completed a 360-degree reference checking process, including calling supervisors, peers and direct reports for three candidates. Additionally, all of the finalists gave permission to call sources who knew their work, but who had not been included in the reference lists candidates provided. The screening panel met to report on the results of the reference calls. Extensive background checks, academic credential confirmation, and follow-up referencing was completed. Terms of employment were also discussed and agreed to by each of the candidates.

On May 24, the Screening Panel completed its work, meeting with the Governor to share recommendations on the qualifications of the three finalists.