

Enhancing Campus Leadership Through Interim Executives

Jan Walbert, Ed.D., Senior Consultant for Executive Search



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PANELISTS



Levester Johnson, Ed.D.
Vice President for Student Affairs,
Illinois State University



Janet L. Marling, Ph.D.
Vice President for Student Affairs &
Enrollment Management,
University of North Georgia



Diana Boyd McElroy, Ph.D.
Dean, Student Development and
Enrollment Management,
MCC-Longview



Jan Walbert, Ed.D.
Vice President and Senior
Consultant for Executive
Search, Keeling & Associates



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TIPS FOR SUCCESS

To Hire, or Not to Hire, an Interim

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Departure of a current administrator;
planned or sudden

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Flexibility needed during possible restructuring
or reorganization

2

Professional coverage needed during an
extended opening during a search or an
organizational transition

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Desire to provide expertise beyond current role
setting the stage for future success



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PRIORITIES TO CONSIDER

- Timing is important
 - What start date will be reasonable and how long would be ideal for the assignment
- Required experience of the interim
- Primary responsibilities anticipated
- Reporting/supervision lines
- Compensation including potential housing and other temporary arrangements



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POST-SELECTION SUGGESTIONS

Campus Leadership

- Assure careful exploration of the expectations and the priorities; discuss with interim
- Clarify the length and depth of the responsibilities
- Create opportunities for communication with every primary group connected with the interim – supervisor, direct reports, peer level administrators
- Broadly communicate the scope for the interim assignment – include all stakeholders and constituent groups – providing clarity on expectation and boundaries of responsibilities
- Develop opportunities for feedback and on-going adjustments of expectations and opportunities

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POST-SELECTION SUGGESTIONS

As an Interim

- Assure colleagues at all levels of your commitment to the institutional and department priorities
- Anticipate the importance of communicating with the range of stakeholders and constituent groups and communicate quickly upon arrival to begin building networks
- Fulfill all duties with the same level of professionalism you would have if you were a permanent employee

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CONTACT

www.keelingassociates.com | jan@keelingassociates.com
@jan_walbert | 212-542-3209

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