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November 5, 2018

Michelle Sullivan  
Trustee and Chair  
VP & Dean's Search Committee

Dear Trustee Sullivan:

I am happy to report that the search for a new Dean of Agriculture and Natural Resources is proceeding apace. We are currently in the position profile and job description development phase, which should be completed by November 14<sup>th</sup>.

The job description will then go immediately through the HCM system and will be officially posted soon thereafter (see proposed timeline attached). The following is a brief summary of actions taken to date.

- October 9<sup>th</sup>: the search committee received its charge from the Provost
- October 25-26<sup>th</sup>: search consultant Alberto Pimentel was on campus and met with several members of the College and UW Administration in order to develop a position profile and job description (agenda attached).
- October 30<sup>th</sup>: created a survey for stakeholders to provide feedback: <https://www.surveymonkey.com/r/BZK52VT>.
- November 2<sup>nd</sup>: open conference calls were held to provide input from stakeholders.
- November 6<sup>th</sup>: search consultant Alberto Pimentel travels to Casper to meet with stakeholders attending several agriculturally related conference events.
- November 13<sup>th</sup>: search committee meeting to finalize job description.

Additionally, several members of the committee have forwarded candidate prospects to the search consulting firm for follow up.

I will be able to update the committee on the details of the job description at your meeting on November 14<sup>th</sup>. Please let me know if you have any questions or require additional information.

Sincerely,

Melinda Harm Benson  
Dean