

Search for the Vice President for Institutional Advancement

Jo-Ann Robinson <robinsonjo@oldwestbury.edu>

Thu 11/4/2021 4:33 PM

To: Jennie D'Ambroise <dambroisej@oldwestbury.edu>

Good afternoon Campus Constituents,

The Vice President of Institutional Advancement Search Committee is very happy to have you meet the four finalists selected for the position of Old Westbury's next Vice President of Institutional Advancement! Each candidate will come to campus to interview with the campus community. There will be several meetings open to Faculty, Staff, Students and Alumni. These meetings will be in-person and via Zoom. In accordance with COVID safety guidelines, the in-person attendance is limited to 40 and all others are invited to join via Zoom.

Please "hold" the following dates and times:

Dates

- Tuesday, November 9, 2021
- Wednesday, November 17, 2021
- Thursday, November 18, 2021
- Friday, November 19, 2021

Campus-wide meeting – open to all Faculty, Staff, Students and Alumni

- 10:00 a.m. – 10:45 a.m.

Session open to all Faculty

- 11:00 a.m. – 11:45 a.m.

Session open to all Staff and Students

- 1:00 p.m. – 1:45 p.m. (note – on Wednesday, November 17 only, this session will be scheduled from 2:00 p.m. – 2:45 p.m.)

To attend one of these sessions in-person (New Academic Building - rooms 1100A&B), please RSVP and include the session name you wish to attend. The first 40 RSVPs will be invited to attend in-person. All others will be invited to join via Zoom.

When to RSVP

48 hours before each interview day, you will receive an email that will contain the following information:

- How to RSVP for in-person attendance (masks required),
- the Zoom link for virtual participation, and
- A copy of the candidates' resume.

If you join by Zoom, please plan to join the meeting at least 10 minutes prior to the scheduled start time. If you would like to ask a question, please enter it in the Chat feature. The candidate will respond to as many questions as time allows.

Format

The candidates have been asked to prepare a brief 3-5 minute opening at the beginning of each meeting. You may begin with your first question after the candidate's opening statement.

Each day at the end of the interview an email will be sent with a link to a confidential online survey. The survey will remain open until 5:00 pm the following day. If possible, please complete it the same day. We look forward to reviewing your feedback on this exceptional and diverse slate of candidates!

Sincerely,

Jo-Ann Robinson, Ph.D.
Executive Vice President and Chief of Staff

(all email responses will be sent to Lillian Colella)