



Minnesota
STATE COLLEGES
& UNIVERSITIES

Chancellor Vice Chancellor Search Guidelines

August, 2008

Minnesota State Colleges and Universities Chancellor and Vice Chancellor Search Guidelines

Purpose

This process pertains to the recruitment, nomination, review, and recommendation of candidates for the position of chancellor or vice chancellor for the Minnesota State Colleges and Universities.

Implementation of these guidelines shall be consistent with Board of Trustees Policy 1A.3 System Administration, Chancellor and 1A.4 System Administration, Appointment of Administrators.

Exclusion of Applicants

No chancellor or vice chancellor candidate may participate in any subsequent step of this process.

Search advisory committee

Chair

The Chair of the Board of Trustees shall appoint a chair of the search advisory committee for a chancellor search. The chancellor shall appoint a chair of the search advisory committee for a vice chancellor search

The chair will provide leadership and facilitate meetings and interviews.

Ex- Officio Members

An Office of the Chancellor staff liaison will also be appointed to assist the chair in the planning and organization of committee meetings, interviews, and other committee activities. The staff liaison will receive and maintain all records and conduct all correspondence during the search process. . The staff liaison shall be a non-voting member of the search advisory committee.

A representative of Human Resources shall also be appointed by the Chair of the Board of Trustees in a chancellor search, or appointed by the Chancellor in a vice chancellor search to provide human resources advice to the Chair.

Regular Members

The Chair of the Board of Trustees for a chancellor search or the Chancellor for a vice chancellor search shall appoint members of the search advisory committee.

The committee members shall be knowledgeable about the duties and responsibilities of the position and should be broadly representative of the interests of the Minnesota State Colleges and Universities systems.

Composition of the search advisory committee for the position of chancellor shall include:

- Students (2)
- Presidents (2)
- Office of Higher Education (1)
- Business/Community (3)
- K-12 (1) – could be from a state school board association
- Staff or faculty (3)

Composition of the search advisory committee for the position of vice chancellor may include:

- Presidents (2 – 3)
- College or university staff (2 – 3)
- Other members (2 – 3)

The composition of the search advisory committee will fully incorporate equal opportunity and diversity principles.

Search consultants

Under the direction of the Chair of the Board of Trustees for a chancellor search or the Chancellor for a vice chancellor search, the Office of the Chancellor will engage the services of an executive search consultant. The consultant will assist the search advisory committee with recruitment and review of candidates. The consultant functions as a designee of the committee chair and is involved in the search process only. Neither the consultant nor the search advisory committee shall engage in any negotiation on salary or other employment terms with any candidate, unless specifically authorized to do so.

Search Procedure

Announcement

The notice of vacancy, containing the responsibilities and qualifications for the position, shall be available to all persons making application or who have been nominated for the position.

Equal Opportunity

The Minnesota State Colleges and Universities is an equal opportunity employer and educator. All aspects of the search process shall be conducted in accordance with equal opportunity principles and affirmative action guidelines.

Confidentiality and Access to Information

Confidentiality in the search process is essential to supporting a successful search and complying with state law regarding privacy of applicant information. Search advisory committee members are required to maintain strict privacy of all applicant data received in the search process.

In accordance with Minnesota Statute 13.43, Subd.3, only those candidates chosen to be interviewed by the appointing authority are considered finalists. The release of information about semi-finalist candidates will be made by the chair in consultation with the staff liaison and only after receiving a signed release from the candidate.

Applications and nominations

All candidates applying for or accepting nomination for the position shall provide a letter of application, current resume, and the names, addresses and telephone numbers of references or otherwise make application in a manner which provides all necessary information to the search advisory committee.

The staff liaison shall process all the applications or nominations of candidates. All complete applications will be forwarded to the chair of the search advisory committee for review by the committee.

Review Materials

All rating forms and written materials used by the committee during the review and interview process shall be retained in a secure manner.

Preliminary Evaluation

The search advisory committee shall evaluate the credentials of each candidate according to the specifications of the vacancy announcement and consistent with rating procedures prepared by the search advisory committee.

After reviewing all application materials the search advisory committee may select a pool of semi-finalists candidates for further consideration.

Semi-Finalist Evaluation

The search advisory committee will develop and implement procedures for reviewing semi-finalists. The committee shall conduct non-public or off-site interviews. The committee shall ensure the complete confidentiality of all candidates considered at this stage of the process.

From the pool of semi-finalists participating in the off-site interviews, the committee shall identify at least three (3) and generally no more than five (5) acceptable candidates to be invited for a public interview.

Semi-finalists must be informed that, by agreeing to participate in a public interview, their candidate status becomes public.

Finalist Interviews

The search advisory committee shall submit unranked recommendations for at least 3 acceptable candidates to the Chair of the Board of Trustees for consideration in a chancellor search and to the Chancellor for consideration in a vice chancellor search. The Board of Trustees or Chancellor, may choose to interview any or all of the candidates forwarded by the committee.

Recommendation to the Board of Trustees

The Chair of the Board of Trustees may recommend a finalist for Chancellor to the full Board of Trustees.

The Chancellor may recommend a finalist for vice chancellor to the Board of Trustees

Appointment

Appointment shall be made by the Minnesota State Colleges and Universities Board of Trustees.

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