



Minnesota
STATE COLLEGES
& UNIVERSITIES

Presidential Search Guidelines

September, 2008

Minnesota State Colleges and Universities Presidential Search Guidelines

Purpose

This process pertains to the recruitment, nomination, evaluation, and recommendation of candidates for the presidencies of Minnesota State Colleges and Universities.

Implementation of these guidelines shall be consistent with Board Policy 4.2 Appointment of Presidents.

Exclusion of Candidates

No presidential candidate may participate in any subsequent step of this process.

Search advisory committee

Chair

The Chancellor shall appoint a chair of the search advisory committee who will provide leadership and facilitate meetings and interviews. The chair shall be a non-voting member of the committee.

Ex- Officio Members

A campus liaison will also be appointed to assist the chair in the planning and organization of committee meetings and on-campus interviews. The campus liaison shall be a non-voting member of the search advisory committee.

An Office of the Chancellor liaison will be appointed and will have administrative responsibility for the presidential search. The Office of the Chancellor liaison will receive and maintain all records and conduct all correspondence during the search process.

Regular Members

The chair shall appoint members of the search advisory committee. The committee members shall be knowledgeable about the duties and responsibilities of the position of president and should be broadly representative of the interests of the Minnesota State Colleges and Universities system and college and university groups.

Composition of the search advisory committee will vary based upon the size and type of

institution and the number of campuses. The following represents maximums.

| | Colleges with 1 or 2 campuses | Colleges with 3 or more campuses | Largest State Universities | All other State Universities |
|---|-------------------------------|---|----------------------------|------------------------------|
| Faculty (includes MSUAASF for State Universities) | 3 | 4 or 5 Depending upon number of campuses | 5 | 4 |
| Staff | 3 | 3 | 3 | 3 |
| Sr. Administrators | 1 | 1 | 1 | 1 |
| Students | 2 | 2 | 3 | 2 |
| Members of the community | 2 | 3 | 3 | 3 |

The chair shall make every effort to fully incorporate equal opportunity and diversity principles in choosing members of the search advisory committee. If the Chancellor determines that the selection process has not yielded such diverse representation on the search advisory committee, she/he shall appoint one (1) or two (2) additional members.

Search consultants

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 evaluation of candidates. The consultant functions as a designee of the search advisory committee chair and is involved in the search process only. The consultant and search advisory committee shall not engage in any negotiation on salary or other employment terms with any candidate, unless specifically authorized to do so by the Chancellor.

Search Procedure

Announcement

A presidential vacancy announcement, inviting applications and nominations, shall be advertised by the Office of the Chancellor. 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 presidency.

Equal Opportunity

The Minnesota State Colleges and Universities is an equal opportunity employer. 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 (that is, the Board of Trustees and Chancellor) are considered finalists. The release of information about semi-finalist candidates will be made by the chair or campus liaison after consultation with the Office of the Chancellor liaison and only after receiving a signed release from the candidate.

Applications and nominations

All candidates applying for or accepting nomination for the position of president within the Minnesota State Colleges and Universities system must provide the Office of the Chancellor liaison 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 Office of the Chancellor staff shall process all the applications or nominations of candidates, and shall notify all candidates upon receipt of materials. All complete applications will be forwarded to the chair of the search advisory committee and the campus liaison for review by the committee.

Evaluation Materials

All rating forms and written materials used by the committee during the evaluation and interview process shall be retained in a secure manner at the institution and returned to the Office of the Chancellor liaison upon completion of the interview process.

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 and approved by the search advisory committee.

The committee shall develop a protocol to handle reference checks for named references. Written consent must be received from the candidate before checking with named references or others.

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 evaluating semi-

finalists. The search advisory committee must ensure confidentiality of the semi-finalists during all phases of the process, including, but not limited to, reference checks, telephone contacts, and “off-site” interviewing procedures.

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

Semi-finalists must be informed that, by agreeing to participate in public, on-campus interviews, their candidate status becomes public.

On-Campus Interviews

The search advisory committee chair, in concert with the campus liaison and the Office of the Chancellor liaison, shall be responsible for planning public on-campus interviews.

Any member of the college or university community participating in an on-campus interview may complete a feedback form and submit it to the chair of the search advisory committee.

Search advisory committee members shall prepare an evaluation of candidates interviewed on campus. This evaluation shall consider all information gathered about the candidates from the all phases of the process including the off-site interviews, on-campus interviews, and reference and background checking.

Chancellor Interviews

The search advisory committee shall submit unranked recommendations outlining strengths and weaknesses for at least 3 acceptable candidates to the Chancellor for consideration. The Chancellor, with at least one (1) and up to three (3) members of the Board of Trustees, may choose to interview any or all of the candidates forwarded by the search advisory committee. Candidates will also be interviewed by vice-chancellors and other Office of the Chancellor staff at the request of the Chancellor. To facilitate an adequate interview schedule for ~~finalists~~, the search advisory committee shall send the unranked list to the Chancellor at least two weeks prior to the next Board of Trustees meeting.

Recommendation to the Board

The Chancellor may recommend a finalist for president of the college or university to the Minnesota State Colleges and Universities Board of Trustees.

Appointment

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

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