



Minnesota
STATE COLLEGES
& UNIVERSITIES

Presidential Search Process

October, 2006

Minnesota State Colleges and Universities Presidential Search Process

Purpose

This process pertains to the recruitment, nomination, evaluation, and recommendation of candidates for the presidencies of MnSCU colleges and universities.

Implementation of this process shall be consistent with Board Policy 4.2 Appointment of Presidents.

Exclusion of Applicants

No presidential applicant 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.

Administrative responsibility for the presidential search shall be vested in the Chancellor's designee, who shall serve as the Chancellor's chief liaison at the Office of the Chancellor. The Chancellor's designee will receive and maintain all records and conduct all correspondence during the application process.

Regular Members

The chair shall appoint members of the search advisory committee. There will generally be eleven (11) members, excluding the chair. In the case of the largest colleges or universities the Chancellor may authorize more than eleven members. 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 must include at least one (1) and generally no

more than three (3) members from each of the following constituencies unless a larger committee

has been authorized:

- ◆ Faculty
- ◆ Senior administrators
- ◆ Staff
- ◆ Students
- ◆ Members of the community

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 appropriate representation on the search advisory committee of women or racial/ethnic minorities, 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 negotiations on salary or other employment terms with any candidate, unless specifically authorized to do so by the Chancellor.

Search Procedure

Announcement

A presidential vacancy, inviting applications and nomination, shall be advertised by the Office of the Chancellor. The notice of vacancy, containing the responsibilities and qualifications for the position, shall be circulated and distributed to all persons making application or who have been nominated for the presidency.

Equal Opportunity

MnSCU 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, except as authorized by the Search advisory committee Chair in accordance with state law and MnSCU policy.

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.

Applications and nominations

All candidates applying or accepting nomination for the position of president within the Minnesota State Colleges and Universities system must provide the Chancellor's designee a letter of application, current resume, and the names, addresses and telephone numbers of references or otherwise make application in a manner which provides the same information to the search advisory committee.

Under the direction of the Chancellor's designee, the Office of the Chancellor staff shall process all the applications or nominations of candidates who have submitted applications, and shall notify all applicants upon receipt of materials. The Chancellor's designee shall send all complete applications to the chair of the search advisory committee for review.

The Chancellor's designee shall serve as a liaison between the applicants, the chair and the liaison of the search advisory committee, and the Chancellor to ensure that the procedure is conducted in a timely, fair, and efficient manner.

Preliminary Screening

The search advisory committee shall evaluate the credentials of each applicant according to the specifications of the position description as approved by the Chancellor 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 deliberation on a pool of preliminary applicants, the search advisory committee may select a pool of semi-finalists.

Semi-Finalist Screening

The search advisory committee will develop and implement procedures for screening semi-finalists. The search advisory committee must ensure confidentiality of the semi-finalists during all phases of the semi-finalist screening process, including, but not limited to, reference checks, telephone contacts, and "off-site" screening procedures.

Semi-finalists must be informed that, upon selection as a finalist or by agreeing to participate in public on-campus interviews, their applicant status becomes public.

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.

On-Campus Interviews

The search advisory committee chair, in concert with the campus liaison and the Chancellor's designee, shall be responsible for planning public on-campus interviews. The search advisory committee shall prepare interview questions and evaluation procedures to be used during the on-campus interviews.

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

Search advisory committee members shall prepare an evaluation of candidates interviewed on campus. Following the completion of these evaluations, the committee chair and/or designee may conduct additional reference checks in accordance with a protocol developed by the search advisory committee.

Screening Materials

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

Finalist Interviews

The search advisory committee shall submit unranked recommendations for at least 3 acceptable finalists 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

Based on the recommendations from the search advisory committee and interviews with the finalists, 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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