

# ADMINISTRATIVE PROCEDURE No. 1211

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## Procedures for selecting the President

Date Adopted:

Date Revised:

Date Reviewed:

References:

### Terms of Reference for the Presidential Search Committee

**Purpose:** The search committee is responsible for conducting the presidential search and recruitment process with the ultimate goal of recommending candidates to the full board. The board is responsible for making the final selection and appointment of the president.

**Membership:** Committee members shall represent the various constituencies of the college including a regent, faculty members and non-faculty staff from both the national and state campuses, and a student. The board selects a regent who chairs the committee. Four faculty and four staff are chosen by their respective Faculty Staff Senates; two each from the national campus and two each from the state campuses who draw lots to determine whether their representative is a faculty member or a staff. The national Student Body Association president represents the students. The director of human resources and the executive assistant to the president serve as staff to the committee. Confidentiality is most important and anyone agreeing to serve on the search committee must respect this principle.

**Goals and Objectives:** In carrying out its responsibilities the search committee shall:

- Conduct an institutional analysis by surveying the college community (board, faculty, staff, and students from all campuses) on the strengths, opportunities, and challenges that the college should build upon and address, and on the desirable leadership, qualifications, and personal qualities required of the new president to accomplish the identified priorities;
- Establish an institutional and position profile based on the survey results to generate the position announcement;
- Advertise the position announcement in appropriate media;
- Establish a timeline for the search process
- Develop and use a paper screening rubric to determine how well the applicants meet the position profile;
- Determine based on paper screening ranking the candidates to be interviewed and interview the candidates using behavioral based questions to elicit evidence of the candidates' ability and experience to meet the position profile and a rubric to grade how well the candidates answered the questions;
- Determine a short-list for reference check by the director of human resources;
- Recommend candidates to the full board for consideration; and
- Maintain all deliberations of the presidential search committee in strict confidence.