





Institutional Executive Officer Search
Process as adopted by the
Mississippi Board of Trustees of State
Institutions of Higher Learning



The Board's Institutional Executive Officer Search Process:



- ✓ Allows Mississippi to be on the consideration list of the highest caliber professionals in higher education.
- ✓ Is transparent and representative based.
- ✓ Works in accordance with today's recruitment standards for high-level institutions of higher learning.
- ✓ Is not unique to Mississippi.



Universities with some parts of their search process similar to Mississippi include:

- ✓ Ball State University
- ✓ Brown University
- ✓ The George Washington University
- ✓ Mary Washington University
- ✓ Rice University
- ✓ The University of Cincinnati
- ✓ The University of Louisville
- ✓ The University of North Carolina Chapel Hill
- ✓ The University of North Carolina Greensboro
- ✓ The University of Texas-Austin
- ✓ Vanderbilt University
- ✓ Washington State University





Why keep the names confidential?

- ✓ Protects applicants from losing jobs and/or funding.
- ✓ Ensures the best possible candidate pool.
- ✓ Reflects trends in higher education.



Step One:

- ✓ Board President names Board Search Committee members and Board Search Committee chair.
- ✓ Decision made with regard to a Search Consultant.



Step Two:

- ✓ Board Search Committee meets with campus constituency groups to hear what the university community wants in their next institutional executive officer.



Step Three:

- ✓ Feedback from on-campus informational meeting is used to draft job description and position advertisement.
- ✓ Job description and position advertisement drafted; advertisement is placed.



Step Four:

- ✓ Recommendations received from various university and community constituency groups regarding names for the campus and community Search Advisory Committee.



Step Five:

- ✓ Search Advisory Committee members and Search Advisory Committee chair appointed based on constituency group recommendations; typically 25 to 27 members.



Step Six:

- ✓ Search Advisory Committee briefed regarding search process.
- ✓ Search Advisory Committee members sign Associated Press-style code of ethics.



Step Seven:

✓ Position nominations and applications received.



Step Eight:

- ✓ Search Advisory Committee reviews and discusses all candidate resumes with Search Consultant.



Step Nine:

- ✓ Search Advisory Committee recommends no less than five names, unranked, to the Board Search Committee.



Step Ten:



- ✓ Search Advisory Committee self-selects a representative group of members, typically seven total, comprised of faculty, students, staff, and outside representatives, diverse in race and gender, to serve as the Interview Search Advisory Committee. The Interview Search Advisory Committee participates as requested by the Board of Trustees throughout the remainder of the search process.



Step Eleven:

- ✓ Board Search Committee chooses candidates for preliminary interviews based on the names sent forward by the Search Advisory Committee.



Step Twelve:

- ✓ Board Search Committee, with input from the Interview Search Advisory Committee, conduct first round of interviews.
- ✓ The number of candidates to be invited for a second round of interviews may be reduced by the Board Search Committee after in-depth conversations.



Step Thirteen:

- ✓ Reference contacts and background checks of candidates participating in the second round of interviews are made under the direction of the Search Consultant.



Step Fourteen:

- ✓ Board Search Committee and Interview Search Advisory Committee hear results of reference checks from Search Consultant.



Step Fifteen:

- ✓ Board Search Committee, with input from the Interview Search Advisory Committee, conduct second round of interviews.



Step Sixteen:

- ✓ Board Search Committee narrows field of candidates to two or three.



Step Seventeen:

- ✓ Board of Trustees meets to hear candidate recommendations. Further candidate assessments are made by the Board of Trustees. Input is sought from Interview Search Advisory Committee.



Step Eighteen:

- ✓ Board announces preferred candidate.



Step Nineteen:

- ✓ Preferred candidate brought to campus to engage in open interviews with various campus constituency groups, who are given the opportunity to provide feedback to the Board regarding the preferred candidate.



Step Twenty:

- ✓ Board receives preferred candidate feedback from constituency groups and decides if preferred candidate should be named Institutional Executive Officer.



Step Twenty-One:

- ✓ Board announces Institutional Executive Officer, or the Board announces that the search will continue.



Information regarding the Board's progress relative to each step of the search process is available to the public by visiting www.mississippi.edu/ihl.



Questions?