

REQUEST FOR PROPOSALS

The Mississippi Board of Trustees of the State Institutions of Higher Learning (Board of Trustees) is requesting proposals from executive search firms for two searches. One is for the next **Chancellor** at the **University of Mississippi** and the other for the **Commissioner of Higher Education** for the Board of Trustees. The objective of this Request for Proposal is to obtain the services of a qualified professional executive search firm to provide assistance to the Board of Trustees in identifying and recruiting qualified candidates for both of these positions.

The University of Mississippi: Opened in 1848, the **University of Mississippi** enrolls approximately 17,500 students on four campuses, including the University of Mississippi Medical Center in Jackson. It is a classical liberal arts institution that also offers a selection of high-quality professional programs. The University provides a full range of out-of-class leadership and service opportunities as well as cultural and entertainment programs in a beautiful residential environment. Minorities make up 20 percent of the student body. The main campus in Oxford, home to Nobel Prize-winning author William Faulkner, is an incubator for writers and literary scholars. The Center for the study of Southern Culture and William Winter Institute for Racial Reconciliation are located here, as are 20 research centers. More than \$100 million in research is conducted annually, with world-class studies in pharmacy, physical acoustics, and cardiovascular disease. The 1.2-million volume library houses the most extensive blues archive in the nation, Faulkner's papers, James Meredith's papers, and the complete archive of the accountancy profession.

Commissioner of Higher Education: The Commissioner of Higher Education for the State of Mississippi is responsible for assisting the Board in the administration of the Board's policies and bylaws. Mississippi's eight institutional executive officers report directly to the Commissioner. In addition, divisions of the Commissioner's Executive Office include academic and student affairs; finance and administration; real estate and facilities; community and junior college relations; governmental relations; communications; and policy, research and planning. It is the duty of the Commissioner to make constant inquiry into the issues of higher education relevant to the local and national landscape; to carefully survey and study the organization, management, and all other affairs of each institution under the control of the Board of Trustees; to make report of all findings and recommend such changes as will increase efficiency and economy in the operation of each institution; and to perform any other duties as the Board of Trustees may prescribe.

Mississippi's 12-member **Board of Trustees** governs the public universities in Mississippi, including Alcorn State University; Delta State University; Jackson State University; Mississippi State University including the Mississippi State University Division of Agriculture, Forestry and Veterinary Medicine; Mississippi University for Women; Mississippi Valley State University; the University of Mississippi including the University of Mississippi Medical Center; and the University of Southern Mississippi.

Search Process: Enclosed is a copy of the search process used by the Board of Trustees. The intent is to begin the process immediately with a completion date for both searches prior to June 30, 2009. If the individual hired as Chancellor of the University of Mississippi or Commissioner of Higher Education leaves the post for any reason before serving three years from the start date, the search firm will be responsible at the Board of Trustees' request to conduct a new search for the same position to the satisfaction of the Board of Trustees for direct expenses only. The Board of Trustees reserves the right to reject any candidate for any reason.

The proposal must address the following:

- Firm's contact name, title, phone number, and email address.
- The number of years of experience in senior level executive searches, particularly in higher education.
- A brief profile or summary of the firm including expertise, skills, and methodology that will enable it to provide the best services to the Board of Trustees.
- A fee schedule associated with providing executive search consultant services for both the search for Chancellor at the University of Mississippi and the Commissioner of Higher Education; as well as a fee schedule associated with each search on an individual basis. Fee schedules must include a detailed list of any administrative fees, minimum fees, etc., as well as other possible expenses, including background checks and telephone, e-mail, internet, fax, copying, and postage charges. The consultant will be responsible for the coordination and payment of all candidate travel, so a fee schedule associated with this kind of reimbursement must be included.
- A list of searches conducted for institutional executive officers in the last five years.
- Five references along with contact information for similar type searches.
- Estimated time-frame to conduct search.
- Names, titles, etc. of the persons who will be assigned responsibility for the search and for the person who will actually conduct the search, if different, as well as any executive assistants assigned to the responsibility of search coordination on behalf of the listed consultant(s).
- A detailed description of how the search firm will meet the following objectives per the Board of Trustees current search process (enclosed), specifically with regard to the following:
 1. Recruitment of applicants;
 2. Screening of applicants;
 3. Job description formation and advertising;
 4. Maintenance of secure website for viewing of applications by the search committee;
 5. Scheduling of interviews;
 6. Board preparation prior to interviews;
 7. All aspects of background checks, including exact type(s) and scope of background checks and name of company(ies) that will be sub-contracted to conduct background checks; and
 8. Any assistance specific to the Board's communication objective, including consultant availability to the media for interviews as field expert and timeframe of

submission of candidate information and print-quality photo to Board of Trustees for media submission.

In addition, the following criterion must be met within the proposal:

9. Conflict of Interest: All Proposers must disclose in the proposal the name of any officer, director, or agent who is also an employee of the Mississippi Institutions of Higher Learning (IHL). All Proposers must disclose in the proposal the name of any IHL employee or member of the Board of Trustees who owns, directly or indirectly, an interest in the Proposer's firm.
 10. Equal Employment Opportunity: Proposer shall provide a written statement that it does not and will not discriminate against any person, employee, or applicant for employment because of race, creed, color, religion, sex, national origin, ancestry, age, or disability.
 11. IHL encourages participation of qualified minority and/or small businesses for the procurement of goods and services.
 12. Drug-Free Workplace: The Proposer shall provide a statement concerning the Proposer's status as a Drug-Free Work Place (DFW).
 13. Accept/Reject Proposals: IHL reserves the right to reject any or all proposals, to waive any informality in proposals, and, unless otherwise specified, to accept any items on the proposal.
 14. Not an Agreement/Contract: The Proposer understands that this RFP does not constitute an agreement or a contract with IHL. An official contract or agreement is not binding until proposals are reviewed and accepted by the appointed staff, approved by the appropriate level of authority within IHL, and executed by both parties.
- The proposal must be signed by a representative who is authorized to contractually bind the firm. **Two copies of the proposal must be received no later than 5:00 p.m. (Central Time) on Friday, February 6, 2009 and should be delivered to:**

Mississippi Institutions of Higher Learning
Office of Finance and Administration
Attn: Edie Weathersby, Administrative Assistant
3825 Ridgewood Road
Jackson, MS 39211-6453

For questions regarding this request for proposals or any specific questions with regard to either search, contact **Annie S. Mitchell**, Director of Communications for the Board of Trustees, at amitchell@mississippi.edu or 601-432-6493.



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

1. Board President names Board Search Committee (BSC) members and BSC chair. Decision is made with regard to a Search Consultant (SC).
2. BSC meets with campus constituency groups to hear what they want in their next institutional executive officer (IEO), known as the campus listening session.
3. Position description and advertisement drafted based on feedback received from university constituency groups.
4. BSC receives recommendations from various university and community constituency groups regarding names for the Search Advisory Committee (SAC).
5. SAC members and SAC chair named based on constituency group recommendations.
6. SAC briefed regarding search process; SAC members sign code of ethics.
7. Position nominations and applications received.
8. SAC reviews and discusses all candidate resumes with SC.
9. SAC recommends no less than five names, unranked, to the BSC.
10. SAC self-selects a representative group of members, comprised of faculty, students, staff, and outside representatives, diverse in race and gender, to serve on Interview Search Advisory Committee (ISAC) to participate as requested by the Board throughout the remainder of the selection process.
11. BSC decides on candidates for preliminary interviews from the names sent forward by the SAC.
12. First round interviews conducted by BSC and ISAC.
13. Reference contacts and background checks conducted of candidates participating in the second round of interviews.
14. SC presents results of reference checks.
15. Second round interviews conducted by BSC and ISAC.



16. BSC narrows field of candidates to two or three.
17. Board of Trustees meets to hear candidate recommendations. Further candidate assessments are made by Board of Trustees. Input sought from ISAC.
18. Board announces preferred candidate.
19. 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.
20. Board receives preferred candidate feedback from constituency groups and decides if preferred candidate should be named IEO.
21. Possible IEO announcement or announcement that search will continue.