

201.0608 INSTITUTIONAL EXECUTIVE OFFICER/COMMISSIONER OF  
HIGHER EDUCATION SEARCH PROCESS

A. General Policy

The Board shall appoint the Commissioner and the Institutional Executive Officers (IEOs). The Board shall make interim appointments to executive officer and/or commissioner positions as necessary and with such consultation as the Board considers appropriate.

(BT Minutes, 4/2000; 11/2005; 12/2005; 1/2006)

B. Board Search Committee

The President of the Board shall appoint a committee of Board members to manage the search for a Commissioner or an IEO. The President of the Board shall appoint a member of the committee as chairperson. The Commissioner, in consultation with the Board Search Committee, will make a recommendation to the Board with regard to a search consultant to assist with the search for an IEO. The Board Search Committee may select a search consultant to assist with the search for a new Commissioner. As part of the initiation of the IEO search process, the Commissioner and Board Search Committee may consider the input of constituents regarding desired characteristics of a new IEO. The Board may also consider input from constituents regarding the desired characteristics of a new Commissioner.

(BT Minutes, 4/2000; 11/2005; 12/2005; 1/2006;  
1/2008)

C. Advertisement Schedule

The search consultant shall develop the position advertisement and a general schedule for the search in consultation with the Commissioner and with the approval of the Board Search Committee.

(BT Minutes, 4/2000; 11/2005; 12/2005; 1/2006;  
1/2008)

D. Search Advisory Committee

In a search for an IEO, the Commissioner shall appoint a campus Search Advisory Committee, as well as a chair of such committee. The Search Advisory

Committee shall be representative of the various constituent groups of the university, including faculty, staff, students, alumni, foundation representatives, and members of the community. In a search for a Commissioner, the Board may seek advice from appropriate individuals or groups, including any search consultant hired by the Board.

(BT Minutes, 4/2000; 11/2005; 12/2005; 1/2006; 1/2008)

E. Recruitment

Recruitment of candidates may occur up to the point of selection, but candidates will be advised to submit their materials by a specified date to insure optimum consideration for the position.

(BT Minutes, 4/2000; 11/2005; 12/2005; 1/2006; 1/2008)

F. Candidate Screening

The Search Advisory Committee, working with the consultant if one is used, shall narrow the field of applicants to no less than five candidates for an IEO position. Those names shall then be submitted unranked to the Commissioner. If no consultant is used, the Search Advisory Committee shall work with the Commissioner to narrow the list of candidates. The Commissioner shall then forward those IEO candidates' names to the Board Search Committee.

(BT Minutes, 4/2000; 11/2005; 12/2005; 1/2006; 1/2008)

G. Interview Search Advisory Committee

The Search Advisory Committee shall then select a representative group of members, called the Interview Search Advisory Committee, to participate with the Board of Trustees in the remainder of the search process except when the Board of Trustees votes to go into executive session. The Interview Search Advisory Committee shall be comprised of faculty, students, staff and outside representatives. These representatives shall be diverse in race and gender.

(BT Minutes, 1/2008)

H. Additional Screening

The Board Search Committee, in consultation with the Commissioner and the search consultant (if one is used), shall then decide, as a result of in-depth discussions, whom to possibly interview from the names sent forward by the Search Advisory Committee.

(BT Minutes, 1/2008)

I. First Interviews

The Board Search Committee and the Commissioner, with input from the Interview Search Advisory Committee, will conduct the 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.

(BT Minutes, 1/2008)

J. Reference Contacts

Under the direction of the Commissioner and/or the consultant, reference contacts will be made on each candidate who is participating in the second round of interviews.

(BT Minutes, 1/2008)

K. Background Checks

The consultant, if one is used, or the Commissioner if no consultant is used, will conduct a background check on those candidates participating in the second round of interviews.

(BT Minutes, 1/2008)

L. Second Interviews

Before the second round of interviews, the results of the reference contacts shall be made known to the Board Search Committee and the Interview Search Advisory Committee. After the interviews, the Board Search Committee, in consultation with the Commissioner, shall decide its top two or three candidates following in-depth conversations.

(BT Minutes, 1/2008)

M. Preferred Candidate

After all of the above has been completed, the Board of Trustees will meet to hear from the Board Search Committee regarding an assessment of each candidate. The Commissioner's assessment will be sought. The Board of Trustees will then select and announce their Preferred Candidate.

(BT Minutes, 1/2008)

N. Campus Interview

The Preferred Candidate will be scheduled for a full day on-campus for interviews with a wide array of constituents. Each group will have the opportunity to provide feedback on the Preferred Candidate to the Board of Trustees.

(BT Minutes, 1/2008)

O. Decision

The Board of Trustees will meet after the last on-campus interview session to review the feedback and conduct further discussion. The Board of Trustees will then vote to name the Preferred Candidate as the institution's new Institutional Executive Officer or vote to continue the search.

(BT Minutes, 1/2008)

In a search for a Commissioner, the Board Search Committee may request appropriate individuals or groups to submit unranked recommendations of candidates to be considered for initial interviews. The Board Search Committee shall schedule initial interviews and all members of the Board will be invited to attend the initial interviews and participate in the selection of candidates for final interviews. The Board Search Committee may also invite two additional individuals to attend and observe the initial interviews conducted by such committee to fill the position of Commissioner. The Board Search Committee will next develop an interview schedule for the candidates selected for final interviews for the position of Commissioner. The Board shall then meet and conduct final interviews and select the Commissioner.

(BT Minutes, 4/2000; 11/2005; 12/2005; 1/2006; 1/2008)