



# PA State System of Higher Education Board of Governors

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**Effective:** June 20, 1983

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## **Policy 1983-13-A: Process for Recommending Presidential Appointment**

**See Also:**

**Adopted:** June 20, 1983

**Amended:** July 19, 1983;

May 15, 1984; April 18, 1991; October 15, 1992;

October 9, 1997; January 8, 1998; April 8, 2004;

January 15, 2009; April 7, 2011; April 10, 2014

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### **A. Purpose**

To prescribe the method by which the list of presidential candidates is developed, and by which the appointment is made by the Board, pursuant to Act 188 of 1982, § 2005-A (4) and 2006-A(2).

### **B. Search Procedure**

#### 1. Initiating the Presidential Search Process

Upon notice of a vacancy in a university presidency, the chancellor, after consultation with the chairperson of the university council of trustees, will initiate the search in accord with applicable laws, policies, and principles.

#### 2. Presidential Search Committee

a. The chairperson of the council shall form a committee, with the advice and consent of the council, to be known as the Presidential Search Committee.

#### b. Membership

(1) Three trustees, elected by the council;

(2) One executive from the university, selected by the council after consultation with those executives; the executive selected shall not report directly to the president;

- (3) Two faculty members, one (and an alternate) selected by faculty election and one (and an alternate) selected by the faculty collective bargaining unit;
  - (4) Two non-instructional persons, one (and an alternate) selected by the leadership of the non-instructional bargaining units, and one selected by the council;
  - (5) One student (not a trustee) selected by the student government and an alternate;
  - (6) One alumna/us (not a trustee) selected by the alumni association and an alternate;
  - (7) Up to three others within the university, including students, selected by the council to assure appropriate involvement by constituency, gender, race, generation, etc.; and
  - (8) One current or former president/chancellor from a comparable university, from a list designated by the chancellor (non-voting).
- c. The chancellor will appoint a staff liaison to the council, who, as a nonvoting member of the Presidential Search Committee, will assist the council and chancellor in conducting the search.
  - d. The chairperson of the council shall appoint the chair of the Presidential Search Committee, subject to the approval of the council, who shall be one of the three university trustees serving on the committee. It is recommended that the chairperson of the council not serve as the chair of the Presidential Search Committee.
  - e. The council chairperson shall submit to the chancellor sufficient information about the proposed committee to assure compliance with § 2.a & b. above. The council chairperson shall oversee any necessary committee modifications. The chancellor shall then authorize the committee to proceed.

### 3. Consulting Expertise

The chair of the Presidential Search Committee shall select a consulting firm, from a presidential search consulting firm list maintained by the chancellor, to (a) undertake a university leadership needs assessment and (b) assist the committee and the chancellor in conduct of the search process.

#### 4. Committee Responsibilities

##### a. Search and Screen

The committee after appropriate consultation with campus constituencies shall define the expectations of presidential candidates, the timeline for the presidential search, invite applications, and conduct preliminary screening. The committee may invite certain applicants for interviews. The committee shall report its findings and recommendations to the council.

##### b. Confidentiality

Confidentiality in presidential searches is essential. Each member of the search committee must agree to maintain confidentiality. All applications and deliberations about individual applications shall remain wholly confidential, and the chair may at his or her sole discretion expel from the committee any member who violates professional standards or codes of confidentiality.

Results of criminal and credit background checks and degree verification information collected by the search consultant will be provided confidentially to the chair of the search committee and the staff liaison for candidates invited to interview at the university. To further ensure confidentiality, visits will not be made to the candidates' current college, university or place of employment as part of the routine background information.

##### c. Attendance at Meetings

Regular attendance at and participation in committee meetings by all committee members is essential to the work of presidential search; therefore, any committee member who is absent from three meetings of the committee may be excused from the committee by the chair. A member excused by the chair will not be replaced, except in those cases where alternates were identified at the time of the selection of the presidential search committee.

##### d. Communications

The committee chair will issue intermittent reports to the university trustees and community about its progress, notifying them about such things as committee membership, meeting dates, deadlines, number of applicants, interview dates, etc.

e. Records

The committee shall keep and approve minutes of its meetings, and files regarding all nominees and applicants, and the council shall retain such files for at least seven years after conclusion of the search.

f. Acting or Interim President

The acting or interim university president shall notify the search committee of his or her interest in seeking the presidency at the time the position is publically announced.

g. Designation of Candidates

The committee shall present to the council the names and dossiers of two candidates for the presidency, from which the council shall forward its recommendations to the chancellor.

5. Presidential Involvement

The retiring or acting/interim president shall not participate as a member of the search committee or in interviews of the candidates. The search committee will define appropriate opportunities for interaction between the retiring or acting/interim president and the candidates. Should the acting/interim president be a candidate for the position, no interaction will be permitted.

6. Council Recommendations

The council shall submit to the chancellor the names and dossiers of two candidates.

The council may confidentially share other information and evaluative material with the chancellor, which may be deemed helpful to the chancellor and Board.

The council shall accompany its recommendations to the chancellor with a certified copy of the minutes of the council meeting at which the recommendations were approved. The council shall provide evidence that the search process was open, transparent, and fully inclusive.

**C. Selection Procedure: Board of Governors**

1. The chancellor shall submit the report of the council to the chair of the Board of Governors and shall advise the Board. Should one of the candidates withdraw from the search after the report is made to the Board, the Board in consultation with the chairperson of the council /chair

of the search committee, will have the option to continue, extend, or restart the search.

2. The Board of Governors will interview the recommended candidates and select the university president. In the absence of a quorum of the Board, The Executive Committee of the Board shall be authorized by the Board to interview the recommended candidates and select the university president.
3. The Board shall invite the chair of the search committee/ chairperson of the council to attend and observe the interviews of the recommended candidates and to participate in deliberations with the Board.
4. The chancellor shall notify the chair of the search committee and the final candidate of the Board's selection in writing. A public announcement will be made by the chancellor after consultation with the council chairperson.

**D. Expenses for Presidential Searches**

Funds from the System Reserve shall be used to reimburse a university for the cost of the professional service fee imposed by the presidential search consulting firm. In addition, funds from the System Reserve shall be used to reimburse the Office of the Chancellor for reasonable expenses related to candidates and spousal/partner travel to interview with the chancellor and the Board of Governors.