

SHEPHERD UNIVERSITY BOARD OF GOVERNORS

SEARCH COMMITTEE PROCEDURE

1. The Board of Governors hereby establishes a Search Committee for the position of President of the University. The Committee shall consist of:
 - a. the three members of the Board's Executive Committee,
 - b. two other lay Board members named by the Chair,
 - c. three constituent representatives (faculty, classified staff, student),
 - d. the President of the Faculty Senate,
 - e. a non-classified administrator exclusive of members of the Executive Staff named by the Board Chair,
 - f. and one designee/ liaison of the Higher Education Policy Commission. (The Board Chair will coordinate with the Chancellor to formalize the involvement of the Policy Commission in this search process, as required by HEPC Series 5.)

No person shall be appointed to the Search Committee who will not be eligible and available to serve until the conclusion of the work of the Committee. If a constituent representative on the Board is unable to serve on the Committee, the Board Chair shall request the constituency to elect the replacement Board representative, as soon as practical, to serve throughout the work of the Committee. The work of the Committee will begin immediately, recognizing that one or more appointments may not yet have been made.

If a member of the Search Committee becomes a candidate for the presidency, that member shall resign immediately from the Search Committee.

2. The Board Chair or his designee shall be the Chair of the Search Committee, and shall be entitled to vote. The Vice Chair of the Search Committee shall be named by the Committee Chair. Both the Chair and the Vice Chair of the Search Committee shall be lay members of the Board of Governors.
3. Staff support for the committee shall be provided by the Office of the University President.
4. The Committee Chair or designee and other committee members, as available, shall visit the campus and solicit the views of faculty, staff, students, administrators, alumni, community leaders, and other individuals who are familiar with the institution regarding the characteristics and qualities that should be possessed by the next president. Based on this input, a statement of leadership criteria shall be prepared and submitted to the Search Committee for approval. This statement shall be utilized in soliciting candidates and evaluating applicants. It shall be provided to all nominees and candidates, the Search Committee, and to individuals and groups associated with the institution.
5. A position announcement shall be prepared and submitted to the Search Committee for approval, and then transmitted by Committee staff to appropriate individuals and organizations.
6. The Chair of the Committee, or Committee staff if so designated by the Chair, shall be the only spokespersons for the work of the Committee.

7. Meetings of the Search Committee shall be called by the Chair of the Committee and all members must be notified by Committee staff at least seven days in advance, except that less than seven days notice may be given if an emergency meeting is necessary.
8. The Vice Chair shall exercise all of the responsibilities of the Chair in the Chair's absence. No meeting is official without the presence of either the Chair or Vice Chair.
9. The Search Committee may meet in executive session for the purpose of discussing candidates for the position or for any other purpose authorized by law. Presentations to the Committee in open session or in executive session are restricted to members of the Committee and any individuals specifically invited by the Chair of the Committee to address the Committee.
10. No member may appoint a proxy for purposes of attending meetings or voting.
11. Absentee ballots may be used for voting provided that the completed ballot is received by the Committee Chair prior to when the vote is taken.
12. At least a majority of the Committee must be present to constitute a quorum for the purpose of voting.
13. Before the first meeting of the Committee at which candidates shall be considered, the applications will be made available for review. No further duplication of information may occur, without the written authorization of the Committee Chair. Any distributed information about a candidate must be returned to the Committee staff once the candidate has been eliminated from

- further consideration by the Committee. Eliminated candidates shall be notified with reasonable promptness that they are no longer being considered.
14. Members of the Committee shall not provide information about the names or backgrounds of any candidates to anyone outside the Committee or in any other way undermine the commitment of the Committee to confidentiality. Any member who breaks this commitment of confidentiality shall immediately resign from the Committee. Failure to do so will result in immediate removal by the Committee Chair.
 15. All correspondence, telephone contacts, and other direct contacts with the nominees and candidates prior to interviews shall be handled by the Committee Chair or the Committee staff at the Chair's direction.
 16. Expenses associated with travel and other expenses of the Committee members, travel of each candidate and her/his spouse/ significant other for preliminary interviews or campus interviews, and all other expenses associated with the search shall be reimbursed through the Office of the President.
 17. Following the receipt of written authorizations from the candidates, and under the direction of the Committee Chair, reference checks may be conducted by the Committee Chair, Committee members, and/or the Committee staff, after the candidates have accepted the invitation to participate in the preliminary interviews. No person may undertake reference checks of a candidate except as authorized by the Chair.

18. The Committee shall conduct interviews of semi-finalists. The interviews shall be conducted at a confidential location within as short a period of time as is practical and may include the spouse/ significant other of the semi-finalists.
19. As soon as possible following the interviews with the semi-finalists, the Committee shall select three to six finalists for campus visits.
20. Up to the point of the campus interviews of the finalists, the Committee's pledge of confidentiality shall be strictly observed. When the finalists accept the invitation to participate in the campus interviews, they shall be informed by the Committee Chair or Committee staff that confidentiality can no longer be assured. However, there shall be no official release or confirmation of the names of the finalists to the news media except at the discretion of the Chair of the Committee. After public confirmation of the finalists, Committee members are still obligated to keep information about the discussions and opinions of all Committee members confidential, permanently.
21. As a part of the campus visits, all members of the Board of Governors shall be invited to participate in the interview with the Search Committee in executive session. Each finalist's campus visit shall also include meetings with students, classified staff, and faculty members, campus administrators, community leaders, alumni, and other individuals invited by the Search Committee. The Committee Chair shall receive comments from representatives of these groups after the campus visits by the finalists.
22. If the Search Committee decides at any point in the process that the pool of applicants does not include a sufficient number of qualified candidates, the

- Committee may reopen the search. During campus visits, if a decision to offer the presidency cannot be made from among up to six finalists, additional finalists may only be selected after the first six finalists are eliminated from consideration.
23. Based upon the interviews, the reference checks, input from various groups and individuals who met the candidates during the campus visits, and the Committee's assessment of the experience and qualifications of the finalists, the Committee shall choose by majority vote the candidates, in rank order, to be recommended to the Board of Governors for consideration for the presidency. The Board of Governors shall then convene in executive session for the purpose of accepting or rejecting the selection of the candidates, and shall establish the salary and emoluments, and shall authorize the Chair of the Board to extend an oral offer on behalf of the Board to the individual selected. The Board may also authorize the Board Chair to make an oral offer to the other finalists in rank order if the preferred candidate does not accept the offer. Once the oral offer is accepted, the Board Chair shall provide a written offer that has been reviewed by the Board and that includes terms and conditions of employment.

ADOPTED September 14, 2006