

**UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY**

Policy Number: 202

Subject: President Search Process

Date Adopted: 11/08 Revised: _____

1. Purpose

This process pertains to the recruitment, nomination, evaluation, and recommendation of candidates for the Presidency of the University of Central Arkansas.

Any Search Advisory Committee (“Committee”) established by the Board of Trustees shall serve as an aid to the Board of Trustees in its endeavor to find a new President for the University of Central Arkansas. The Board of Trustees shall develop a profile to be used as a resource by the Committee.

2. Exclusion of Applicants

No presidential applicant may participate in any step of this process.

3. Search Advisory Committee

a. Chair of the Search Advisory Committee

The Chair of the Board of Trustees **working with the Faculty Senate, Staff Senate and Student Government presidents**, shall appoint a chair of the Committee who will provide leadership and facilitate meetings of the Committee. The chair will be a nonvoting member of the Committee.

Administrative responsibility for the presidential search shall be vested in the Chair of the Committee. The Chair will receive and maintain all records and conduct all correspondence during the application process.

The Chair shall also report all progress of the Committee to, and as directed by, the Chair of the Board of Trustees.

b. Campus Liaison to the Search Advisory Committee

A campus liaison will also be appointed to assist the chair in the planning and organization of committee meetings and on-campus interviews. The campus liaison

shall be a non-voting member of the Committee.

c. **Other** members of the Search Advisory Committee

The chair shall recommend to the Board of Trustees persons to be appointed as members of the committee.

The members of the Committee shall be knowledgeable about the duties and responsibilities of the position of President and should be broadly representative of the interests of the University of Central Arkansas and university groups. **The majority of members of the committee shall be faculty, staff and students.**

Composition of the Committee shall include (*one or more*) representatives from the following groups (**recommended minimums**) **Each group will develop their own policy for the recommendations:**

- i. Faculty (2)
- ii. Staff (2)
- iii. Students (2)
- iv. Senior Administrators (1)
- v. UCA Foundation, Inc. (1)
- vi. Alumni of UCA (1)
- vii. Members of the community (1)
- viii. Board of Trustees (1)

Interested groups should make recommendations to the chair not later than two weeks after the chair of the Committee is appointed.

Each group above (i-viii) shall recommend **a minimum of three (3) and a maximum of five (5)** candidates to serve on the committee for consideration by the Chair of the Search Committee and the Board of Trustees. The Board of Trustees (viii) will select their **representative.**

The Chair of the Search Committee and the Board of Trustees shall make every effort to fully incorporate equal opportunity and diversity principles in choosing members of the Search Advisory Committee.

From the nominations made to the chair, the Board of Trustees shall then select members of the Committee. The Board of Trustees shall have the right to make any changes, revisions, additions or ask any group for additional or substitute recommendations. **Written qualification is requested for not selecting from the five proposed committee members.**

d. Search consultants/firm

With advance consultation, and if agreed to by the Board of Trustees, the Committee may engage the services of an executive search consultant or search firm. The consultant/firm, if hired, will assist the Committee with recruitment and evaluation of candidates. The consultant functions as a designee of the Committee chair and is involved in the search process only. The consultant and Committee shall not engage in any negotiations on salary or other employment terms with any candidate, unless specifically authorized to do so by the Board of Trustees. The contract with any search consultants, and manner and method of payment for services, shall be approved by the Board of Trustees.

4. Search Procedure

a. Announcement

A presidential vacancy, inviting applications and nomination, shall be advertised by the Office of the President. The notice of vacancy, containing the responsibilities and qualifications for the position, shall be circulated and distributed to all persons making application or who have been nominated for the presidency.

b. Equal Opportunity

The University of Central Arkansas is an equal opportunity employer. All aspects of the search process shall be conducted in accordance with equal opportunity principles and affirmative action guidelines.

c. Confidentiality and Access to Information

Confidentiality in the search process is essential to supporting a successful search and complying with state law regarding privacy of applicant information. Members of the Committee are required to maintain strict privacy of all applicant data received in the search process, except as authorized by the Chair of the Committee in accordance with state law and University of Central Arkansas policy.

d. Applications and nominations

All candidates applying or accepting nomination for the position of President at the University of Central Arkansas must provide the Chair of the Committee a letter of application, current resume, official transcripts for all degrees, and the names, addresses and telephone numbers of five (5) references or otherwise make application in a manner which provides the same information to the Committee.

Under the direction of the Chair of the Committee, the staff of the Office of the President shall process all the applications or nominations of candidates who have submitted applications, and shall notify all applicants upon receipt of materials. The

Chair of the Committee shall send all complete applications to the Committee for review.

The Chair of the Committee shall serve as a liaison between the applicants, the campus liaison of the Committee, and the Interim President to ensure that the procedure is conducted in a timely, fair, and efficient manner.

e. Preliminary Screening

The Committee shall evaluate the credentials of each applicant according to the specifications of the position description as approved by the Board of Trustees.

The Committee shall develop a protocol to handle reference checks for named references. Written consent must be received from the candidate before checking with named references or others.

After deliberation on a pool of preliminary applicants, the Committee may select a pool of semi-finalists.

f. Semi-Finalist Screening

The Committee will develop and implement procedures for screening semifinalists. The Committee must ensure confidentiality of the semi-finalists, to the extent permitted by Arkansas law, during all phases of the semi-finalist screening process, including, but not limited to reference checks, telephone contacts, and “off-site” screening procedures.

From the pool of semi-finalists, it is recommended that the committee identify acceptable candidates to be invited for a public, on-campus interview. The number of semi-finalists shall be determined by the committee, but it is expected that it will not exceed six (6) candidates.

g. On-Campus Interviews

The Committee chair, in concert with the campus liaison, shall be responsible for planning public on-campus interviews. The Committee shall prepare interview questions and evaluation procedures to be used during the on-campus interviews.

Any member of the university community participating in an on-campus interview may complete an evaluation and submit it to the chair of the Committee.

Committee members shall prepare an evaluation of candidates interviewed on campus. Following the completion of these evaluations, the committee chair and/or designee may conduct additional reference checks in accordance with a protocol developed by the Committee.

h. Screening Materials

All rating forms and written materials used by the Committee during the screening and interview process shall be retained in a secure manner at the institution and returned to the Interim President's designee upon completion of the interview process.

i. Finalist Interviews

The Committee shall submit the names of at least four (4) finalists to the Board of Trustees for their consideration. **If there are not at least four (4) qualified candidates, the Committee shall submit as many qualified candidates as exist.** The list shall not be ranked. The Board shall review this list and the Board shall prepare their list of finalists and may also consider any other persons the Board deems worthy of consideration for the appointment as President. In the event the Board of Trustees decides to consider a candidate who was not reviewed by the Committee, the candidate's name and qualifications shall be forwarded to the Committee for its **approval** and views prior to the interview by the Board of Trustees.

The Board shall then prepare a list of finalists. Once the finalists are selected by the Board, the Board **shall** conduct such interviews or make such investigations or inquiries, as the Board deems necessary to aid it in the selection of the President.

j. Reopen the Search

If this process fails to produce a President, the Committee will reconvene to consider new applicants or candidates from the original pool.

k. Recommendation to the Board and Appointment

Based on the recommendations from the Committee and interviews with the finalists, appointment of the President shall be made by the Board of Trustees.