AUTHORITY

BOARD POLICY ON EXECUTIVE LEADERSHIP AND MANAGEMENT POLICY

(B) Employment Authority of the Chancellor

(1) The Chancellor will make recommendations to the Board—in which rests the sole power of decision—concerning the selection, appointment, reappointment, evaluation, salaries, and terminations of institution presidents.

Unless specifically noted by the Board, the Chancellor is authorized, upon consultation with the Board president, to negotiate and execute employment agreements, notices of appointment, or contracts with institution presidents, including terms and conditions of employment over which authority has not been reserved by the Board.

BOARD POLICY ON EXECUTIVE SEARCH, APPOINTMENTS, AND MANAGEMENT

(E) Selection and Appointment of an Institution President

(1) The Board retains the sole responsibility for the selection and appointment of institution presidents and delegates authority to the Chancellor to conduct the search on its behalf. The direct costs of the presidential search will be borne by the institution.

(2) When it becomes necessary to hire an institution president, the Chancellor, after consultation with Board leadership, will initiate a search process. The search will be conducted in a manner consistent with guidelines established by the Chancellor and approved by the Board. The search guidelines will be designed to ensure appropriate public notice and will address affirmative action considerations.

(3) A single search committee will be responsible for assisting the Chancellor and the Board by identifying, recruiting, and evaluating possible candidates for the position of institution president. The Board, in addition to a search committee, may contract for the services of a consulting or executive search firm in order to assist it recruiting candidates and organizing and executing the search process.

(a) The Chancellor will appoint the members of the search committee after consultation with Board leadership. The search committee will include at least one current Board member. A current Board member will serve as chair of the search committee.
(b) The Chancellor will appoint a senior employee of the Office of the Chancellor to serve as coordinator of the search. The coordinator will serve as a non-voting ex-officio member of the committee.

(c) The Chancellor will appoint a campus-based search coordinator after consultation with the senior employee of the Office of the Chancellor assigned to the committee, the search committee chair, and institutional leadership.

(d) The Chancellor will appoint members to the search committee who represent the university’s community. These members will include but need not be limited to individuals identified for service on the university’s institutional board.

(4) The search committee will recommend finalists to the Chancellor. The recommendations should be accompanied by a detailed report of the strengths and weaknesses of each candidate, especially in terms of the desired qualifications for the position. The report may include summaries of the evaluations from individuals and groups who provided information to the search committee. The recommendations from the search committee will be unranked.

(5) The Chancellor will interview the committee’s finalists. The Chancellor is authorized to narrow the field of candidates, but only after consultation with the search committee. The Chancellor is authorized to rank the candidates.

(6) The Board will interview the finalists forwarded by the Chancellor in executive session.

(7) Consistent with the guidelines approved by the Board at Section (F)(2), the Board will interview the finalist or finalists in executive session. Following the interviews, the Chancellor will negotiate terms and conditions of employment with the Board’s first preference for institution president. If the negotiation is unsuccessful, the Chancellor will seek further advice from members of the Board before negotiating with other finalists.

(8) Upon the successful negotiation of the terms and conditions of employment, the Board will vote on the new institution president’s appointment at a public meeting of the Board.

**SEARCH PROCESS AND ANTICIPATED TIMELINE**

The standard presidential search process and chronology is included below. Unique to this particular experience are a number of key variables that influence the proposal. Chief among these variables are the following:

(1) The OSBHE will dissolve on July 1, 2015, making the timely completion of these searches of paramount importance.

(2) While the OSBHE is in transition, the universities’ institutional boards will be forming and preparing to assume oversight responsibilities, also on July 1, 2015.

(3) Due to this governance transition, and the changes in OSBHE membership in the transition, it is critical that individuals within the affected communities play a key role in their universities’
presidential searches. While the OSBHE governs this process by Board Policy, inclusion of emerging institutional boards is priority.

<table>
<thead>
<tr>
<th>Process Steps and Deliverables</th>
<th>Dates</th>
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<tbody>
<tr>
<td>Chancellor visits with campus community to discuss desired qualities of new president and solicit nominations for search committee</td>
<td>Summer, Fall 2014</td>
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<tr>
<td>RFP for search firm finalized and posted</td>
<td>August 1, 2014</td>
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<tr>
<td>Search firm selected and position profile completed</td>
<td>November 1, 2014</td>
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<tr>
<td>Search Committee – representing students, faculty, staff, alumni and donors – appointed</td>
<td>November 1, 2014</td>
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<tr>
<td>Search Committee inaugural meeting</td>
<td>November 2014</td>
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<tr>
<td>First deadline for candidates</td>
<td>December 2014</td>
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<tr>
<td>Airport Interviews</td>
<td>Late January 2015</td>
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<tr>
<td>Candidate selection</td>
<td>April 2015</td>
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<tr>
<td>Preferred start date</td>
<td>July 1, 2015</td>
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**Search Committee Roles and Responsibilities**

- The Search Committee is Chaired by an Oregon State Board of Higher Education Director
- The Search Committee is a tool for the Chancellor and serves the campus community by providing quality candidates for Board consideration
- The Search Committee screens and selects candidates for the Chancellor and Board to review but they do not make the final decision on the president
- The Search Committee Chair and Chancellor are the only ones authorized to do reference checks but can be assisted by Committee Staff or the Search Firm upon request
- Confidentiality throughout the search process is critical. Nothing should be discussed or emailed outside of the committee meetings.
- Only the Search Committee Chair is authorized to speak with the media or other externals about the progress of the search. Committee members should send inquires through the Committee Staff Liaison to filter and send to the Chair as necessary
- A breach in confidentiality can damage a candidate’s career and could result in a lawsuit.
- Once the Search Committee has selected the top candidates, the Committee will meet with the Chancellor to discuss strengths and opportunities of each.
- The Chancellor will then interview each of the candidates individually to develop recommendations for the Board to consider.
- The Board will interview the Chancellor’s recommended finalists in Executive Session
SEARCH FIRM ROLES AND RESPONSIBILITIES

• The search firm is the initial point of contact for interested applicants
• The search firm screens potential candidates and helps to develop a pool of applicants for the Search Committee to consider
• The search firm sets the pace of the review process with direction from the Search Committee Chair and Chancellor

Chancellor’s Recommendation: The Chancellor recommends the Board adopt the proposed search guidelines for the presidencies at Eastern Oregon University and Western Oregon University.

(Board Action Required)