Office of the Chancellor
Pennsylvania's State System of Higher Education
Procedures and Standards for University Operations
Procedure/Standard Number 2021-50
Process for Recommending Presidential Appointment

Approved by: _____ **Date**: 4-15-2021
Chancellor

History:
This provides guidance for the operationalization of the presidential recommendation process. Previously, these procedural elements were embedded in the policy, which has since been updated to focus on the high-level governance roles of the Board of Governors (Board), Council of Trustees (Council), and chancellor and places the procedural details in this document.

Related Policies, Procedures, or Standards:
Policy 1983-13-A*: Process for Recommending Presidential Appointment*

Key Words, Categories:
Presidential selection; recommendation process

I. Introduction:

This provides a process for recommending candidates for a university presidency. In order to both provide flexibility in this process and to ensure input from students, faculty, staff, and alumni is received, only aspects of these procedures and standards not specifically required by law or policy may be waived by the chancellor following consultation with the Executive Committee of the Board and the chair of the Council for any affected institution; any such waivers shall be communicated to the university community. Permanent changes to these procedures and standards may be implemented upon approval by the Executive Committee of the Board following consultation with appropriate stakeholders.

II. **Procedure/Standards**

A. Presidential Search Committee – Upon notification by the chancellor, 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 consisting of:

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.;

8. The university's chief diversity officer shall serve as a non-voting advisor to the committee and shall be included in all meetings;

9. One member of the Board of Governors appointed by the chair of the Board; and

10. One current or former president/chancellor from a comparable university, from a list designated by the chancellor (non-voting).

11. 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.

12. 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.

13. 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.

14. Whether and/or how alternates are allowed to participate prior to being activated as a full member of the committee will be determined and communicated by the chair of the Presidential Search Committee at the beginning of the process.

B. 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. The consulting firm must demonstrate its strategy for recruiting a diverse pool of candidates and shall consult with the chief diversity officer of the university and system in developing the strategy.

C. Committee Responsibilities

1. Search and Screen - The committee, after appropriate consultation with campus constituencies, shall define the expectations of presidential candidates and the timeline for the presidential search. The search committee chair shall invite the university's chief diversity officer and human resources director (or designee) to address issues related to the recruitment of diverse candidates and discuss general protocols and policies related to hiring of staff. The committee shall 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.

2. 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 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.

3. 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

4. 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.

5. 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.

6. 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.

D. 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.

E. Council Recommendations

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

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

3. 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.

4. The Board shall have the right to reject the recommendation of the Council of Trustees and has the right to request that additional recommendations be submitted by the Council.

III. **Effective Date:**

This Procedure/Standard is effective immediately.