

# Millersville University **Governance & Policies**

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**Effective:** June 20, 1983, PASSHE Board of Governors

## **University Governance PRESIDENTIAL APPOINTMENT PROCEDURES**

**Adopted:** June 20, 1983;  
Amended April 8, 2004

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### **University President**

The procedure for selecting an individual for the presidency is stipulated by the Board of Governors policy 1983-13-A as follows:

#### **Purpose**

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

#### **Search Procedure**

##### **1. Staff Liaison**

Upon notice of a vacancy in a university presidency, the chancellor shall appoint a staff liaison to the council of trustees, who, as a non-voting member of the Presidential Search Committee, will assist the council and chancellor in conducting the search in accord with pertinent laws, policies and principles, including not only Act 188, but Board expectations of the president, affirmative action, compensation practices, and sound search practices.

##### **2. Presidential Search Committee**

a. Upon notice from the chancellor, the chairperson of the university council of trustees 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, nominated by faculty election;
- (4) One non-instructional person;
- (5) One student (not a trustee) selected by the student government;

- (6) One alumna/us (not a trustee) selected by the trustee chairperson;
  - (7) OPTIONAL: Up to three others within the university, selected by the council to assure appropriate involvement by the 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 chairperson of the trustees shall appoint the chair of the Presidential Search Committee, who shall be one of the three university trustees serving on the committee.
  - d. Committee Authorization

The council chairperson shall submit to the chancellor sufficient information about the proposed committee to assure compliance with Section 2.a. above, and with social equity/affirmative action principles, and shall oversee any necessary committee modifications. The chancellor shall then authorize the committee to proceed.

### 3. Consulting Expertise

The chairperson 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 shall invite applications, conduct preliminary screening, invite certain applicants for off-site interviews, invite leading applicants to visit the campus, and report its findings and recommendations to the trustees.

#### b. Confidentiality

All applications and deliberations about individual applications, shall remain wholly confidential, and the chair may at his or her discretion expel from the committee any member who violates professional standards or codes of confidentiality.

#### 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 that the chair, after consultation with the council chair and student government officials, may replace a student member who is excused.

d. Communications

The committee chair will issue intermittent communiqués 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. Designation of Candidates

The committee shall present to the trustees the names and dossiers of three candidates for the presidency, without ranking, from which the trustees shall forward their recommendations.

5. Presidential Involvement

The retiring or interim president shall have no direct involvement in the activities of the presidential search.

6. Trustee Recommendations

The trustees shall submit to the chancellor the names and dossiers of the three candidates, without ranking.

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

The trustees shall accompany their recommendations with a certified copy of the minutes of the trustee meeting at which the recommendations were approved.

**Selection Procedure: Board of Governors**

1. The chancellor shall submit the report of the trustees to the chair of the Board of Governors and shall advise the Board.
2. The Executive Committee of the Board, or a committee appointed by the Executive Committee, shall interview the recommended candidates, and render its recommendation to the full Board, unless previously authorized by the Board to act on its behalf.
3. The Board's interview committee shall invite the chairperson of the university's search committee and/or the chairperson of the council of trustees to observe the interviews of the recommended candidates and to advise otherwise the interview committee.

4. The chancellor shall notify the trustees and the final candidates of the Board's selection; a public announcement will be made by the chancellor.