

## WEST LIBERTY UNIVERSITY BOARD OF GOVERNORS

### POLICY 1: PRESIDENTIAL SEARCH AND SELECTION

#### Section 1. Establishment of Search Committee and Appointment of Interim

- 1.1 Upon the occurrence of a vacancy in the position of president of West Liberty University (“University”), the Board of Governors (“Board”) shall undertake a search for a new president. The search shall be conducted in accordance with the steps described herein and the “Guidelines for Governing Boards in Employing and Evaluating Presidents” established by the West Virginia Higher Education Policy Commission (“HEPC”), Title 133, Series 5. WV Code 18B-1B-6 governs the appointment of a president.
- 1.2 The Board shall receive input from faculty, staff, and student representatives, as well as alumni representatives and community leaders as to adopt a statement of the characteristics and qualities which the new president should possess. The Board shall adopt a statement of such characteristics and qualities, and ~~T~~his statement shall be utilized in soliciting and evaluating candidates.
- 1.3 The Board shall adopt a position announcement detailing the characteristics and qualities sought in a new president and post it on the University’s primary website, transmit it to appropriate newspapers and other media sources, heads of higher education associations and organizations, and other appropriate individuals, groups, or organizations for the purpose of advertising the position.
- 1.4 The Board shall adopt a timeline for the search process.
- 1.5 The Board shall constitute a search committee consisting of the members of the Board and one additional representative each from the University faculty, staff, students, West Liberty University Foundation, Inc. board, and WLU Alumni Association board to be appointed by the chair of the Board.
- 1.6 A chair of the search committee shall be elected from among the members of the Board who are gubernatorial appointees, and a vice chair shall be elected to preside in the absence of the chair. The chair and the vice chair shall be entitled to vote as members of the search committee. The chair, or the chair’s designee, shall be the only spokesperson for the work of the committee.

- 1.7 The ~~search committee~~Board may enter into a contract with a professional search consulting firm or engage staff support by a search manager appointed by the chancellor of HEPC. The search manager shall not be entitled to vote. The search committee also may engage and utilize such staff support from the University as it desires or deems necessary.
- 1.8 If the timing of the vacancy requires the appointment of an interim president, the Board shall appoint an interim president and forward that individual's name to HEPC for approval. The Board shall establish the salary for the interim.

## **Section 2. Meetings**

- 2.1 Meetings of the search committee shall be called by the chair of the search committee, and all members must be notified at least five days in advance, except that fewer than five days' notice may be given with the approval of a majority of the members. All meetings must be noticed in accordance with the requirements of the West Virginia statute Open Governmental Proceedings Act.
- 2.2 At least a majority of committee members must be present to constitute a quorum for the purpose of voting.
- 2.3 The chancellor of HEPC shall be invited to attend the first meeting of the search committee, give the committee its charge, and discuss the steps for the search as set forth herein and in HEPC guidelines. The chancellor shall serve as an ex officio, non-voting member on all search committees or bodies serving in that capacity.
- 2.4 The chair of the Board shall confer with the chancellor and chair of HEPC and agree to a method and process for HEPC to participate in the search process and to approve the final selection of a president appointed by the Board.
- 2.5 The search committee may meet in executive session for the purpose of discussing candidates for the position. Presentations to the committee in open session or in executive session shall be restricted to members of the committee and to any individual(s) specifically invited by the chair of the committee.
- 2.6 At its first meeting, the committee shall discuss the importance of confidentiality, and all members must agree to preserve the confidentiality of the search and the names of all candidates. Members of the search committee shall not provide any information about the names or backgrounds of any candidates to anyone who is

not a member of the committee or who is not official staff to the committee until selected candidates have agreed to a campus visit as a finalist or semi-finalist. At that time, the chair of the search committee, or the chair's designee, shall be the sole spokesperson for the purpose of official communications regarding the candidates. Any member of the committee who violates the strict confidentiality of the search process ~~will~~may be dismissed immediately from the committee by the chair of the Board, in the chair's sole discretion; provided that if the search committee member proposed for dismissal is a representative of the faculty, staff, or students of the University, the chair shall replace the member after consultation after consultation with the constituent group as to how the individual will be replaced.

### **Section 3. Search Process**

- 3.1** The search process shall include preliminary interviews with no more than ten candidates following initial screening of the qualifications of the applicants. Background checks may be conducted on each candidate prior to such interview. When candidates are invited to a preliminary interview with the search committee, the chair of the search committee shall notify them of the conditions under which the candidates may waive confidentiality as to background checks and that, in the event that they are invited for a campus interview, the search committee shall release, or cause to be released, to the public their names and backgrounds at the time they accept an invitation for a formal campus visit.
- 3.2** At the conclusion of the preliminary interviews, up to five candidates will be selected to participate in on-campus interviews with the search committee, faculty, staff, students, administrators, community leaders, alumni, and other individuals. The Board shall solicit comments from each of these groups. The names and backgrounds of candidates invited for a campus visit shall be released to the public.
- 3.3** Following the on-campus interviews, the search committee shall recommend to the Board the names of two or three finalists, at which time the work of the search committee shall be concluded. The Board or its agent shall conduct background checks of these final candidates. The Board and a non-voting representative appointed by the chair of HEPC (if so determined in accordance with section 2.4 above) shall conduct final interviews with these candidates in executive session.

The Board shall select the successful candidate by majority vote and forward that individual's name for approval of HEPC.

- 3.4** The Board shall establish the salary and terms of compensation consistent with any guidelines or rules adopted by HEPC, including but not limited to Title 133, Series 5, Section 4, and with the approval of HEPC. The Board shall authorize its chair to extend an oral offer on behalf of the Board to the individual selected. The Board also may authorize the chair to make an oral offer to the other finalist(s) in rank order if the preferred candidate does not accept the offer. Once the oral offer is accepted, the chair shall provide a written offer that has been reviewed by the Board and that includes terms and conditions of employment. The official announcement of the presidential appointment shall be made by the chair of the Board.
- 3.5** If the Board is unable to reach an agreement with one of the recommended candidates, the Board may reopen the search.

Approved by the West Liberty State College Board of Governors on 7/11/2001.

Revision approved by the Board of Governors ~~executive committee~~ on  
January 25, 2012.