

PRESIDENTIAL SEARCH PROCESS

1. Search Committee:

- 1.1. Formation and Size: The Search Committee will be formed with its size and membership finalized by the CSCU Chancellor. The Committee is tasked with implementing the search process for the appointment of an Institution President.
- 1.2. Representation: The Committee will consist of representatives from various groups associated with the respective institution, CSCU representatives, as well as external stakeholders. A minimum of five (5) representatives from the institution for which the president is being sought are required on the Search Committee. This should ideally include at least one representative from the institution's administration, faculty, and staff, ensuring diverse perspectives within the Search Committee.
- 1.3. Appointment and Role of Search Committee Chair: The CSCU Chancellor appoints the Search Committee Chair, who leads the search process, ensuring it is transparent, fair, and aligned with guidelines. Responsibilities include organizing meetings, facilitating communication, coordinating candidate evaluations, acting as liaison with stakeholders, maintaining confidentiality, and aligning the process with institutional values and the presidential criteria.

2. Search Advisory Committee:

- 2.1. Role and Engagement: The Search Advisory Committee's primary function is to offer valuable input during various stages of the presidential search process. This includes contribution to the development of the leadership profile, assessing candidate resumes, and participating in the interviews of semi-finalists and finalists. Their involvement is critical in selecting a candidate who aligns with the institution's specific needs and culture.
- 2.2. Membership and Appointment: Members of the Search Advisory Committee are nominated by their respective groups within the institution, ensuring a broad representation of the institution's community. These nominations are then formally approved by the CSCU Chancellor, forming a Search Advisory Committee that reflects the diverse voices and interests within the institution. Ideally, between 25 and 30 individuals should be appointed to serve on the Search Advisory Committee.
- 2.3. Diverse Composition: The Search Advisory Committee will be composed of members representing various constituencies within and around the institution, ensuring a wide range of perspectives. The specific representation from each group may vary based on the institution's unique structure and needs but should include faculty, staff, students, and affiliated groups such as foundations, alumni, and community partners.

**Selection for participation in the Search Advisory Committee shall be conducted through official governance processes for each constituent group, where applicable. This approach to composition ensures that each Search Advisory Committee is uniquely suited to each institution, reflecting their distinct characteristics and needs.*

3. Search Process:

- 3.1 Analysis of Needs and Priorities: A designated individual from the System Office, a designated individual from the receiving institution and/or an executive search firm will engage with key stakeholders, including faculty, elected governance leaders, and administrators, to ascertain their needs and desires associated with a leader of the receiving institution. Efforts will be made to ensure that discussions are conducted while faculty are under contract, supporting shared governance and faculty participation. This coordination will assist in developing an effective job description, advertising, and recruitment strategy.
- 3.2 Announcement and Application Process: Presidential vacancies will be publicly announced, with application details and criteria made available.
- 3.3 Confidentiality: To maintain the search process's integrity and candidate privacy, all activities and discussions by the Search and Search Advisory Committees must be confidential, preserving trust and respect. Breaches of confidentiality could seriously damage the reputations of the candidates, institution, and Board of Regents ("Board").
- 3.4 Selection and Interview Process: Members of the Search and Search Advisory Committees will access candidates' resumes and related information. The Search Advisory Committee will recommend candidates for initial interviews and nominate three of its members to join the Search Committee for these interviews.
- 3.5 First Round Interviews and Recommendation for Semi-Final Interviews: Selected candidates will undergo initial interviews by the Search Committee and the three nominated members of the Search Advisory Committee, either in-person or virtually, following a set timeline. After these interviews, the involved Advisory Committee members will discuss with their larger group to recommend candidates for semi-final interviews. Following the receipt of the recommendations, the Search Committee will then select candidates for these semi-final interviews.
- 3.6 Semi-Final Interview Process: Candidates selected for semi-final interviews will have separate in-depth, on-campus discussions with different constituent groups comprising the Search Advisory Committee, institution executive leadership, CSCU institution presidents, CSCU system leadership, CSCU Chancellor, members of the Board of Regents, as determined by the CSCU Chancellor. These discussions will focus on issues specific to each constituent group.
- 3.7 Gathering Feedback: After the semi-final interviews, the Search Advisory Committee representatives will collect feedback on the finalists from their groups, and the Search Committee Chair will gather insights from institution presidents, System Office leadership, and stakeholders. The Search Committee will review this feedback, prepare a summary for the CSCU Chancellor, and the Search Committee Chair will present the recommendations to the CSCU Chancellor.
- 3.8 Open Campus Forum for Finalists. Following the receipt of recommendations generated from semi-final interviews, the Chancellor shall select no more than three finalists who will be invited to participate in a public, open campus forum. Prior to invitation to candidates, scans of social media, review of public statements, employment verification, and reference checks will be conducted. This event will provide an opportunity for the candidates to meet and engage with the broader campus community, including faculty, staff, students, and other key stakeholders. Each finalist will have a dedicated session where they will introduce themselves, share their vision for the institution, and respond to questions from the audience. Feedback from the campus community will be gathered after each session, which will be reviewed by the Search Committee and the Chancellor before the final selection.

- 3.9 Final Selection: Following the receipt of feedback from the open campus forums and consultation with the chair of the Board and Search Committee Chair, the CSCU Chancellor will select a candidate appointment.
- 3.10 Selection & Verification: CSCU Human Resources will conduct a background check. Finally, contract negotiations will be managed by the Chancellor or their designee.
- 3.11 Announcement: The appointment of the selected Institution President will be publicly announced by the CSCU Chancellor.

4. Equal Employment Opportunity and Affirmative Action Plan Compliance

- 4.1 All committee members are required to undergo training and follow guidelines, which are developed in collaboration with the EEO office, to reduce unconscious bias during resume screening and interview processes.
- 4.2 Sufficient documentation must be maintained throughout the search process to support the Affirmative Action Plans of both the respective institution and CSCU. Said documentation shall be submitted to CSCU Human Resources at the conclusion of the search.

5. Financial Responsibility

The financial responsibilities associated with the search for an Institution President, including but not limited to the fees for an executive search firm, and expenses related to travel, lodging, and food, shall be borne by the institution benefiting from the appointment.