

WEST VIRGINIA STATE UNIVERSITY

1891

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Presidential Search Plan

January	Appointment of Search Advisory Committee complete. Forums/Conversations Conducted. Search Advisory Committee Meetings with Greenwood, Asher to discuss attributes, process, and expectations. Published announcement of opening.
January, February and March	Advertisements placed in CHE, Diverse, and Hispanic Outlook (or other) Recruiting Conversations Held Nominations Sought
March	Search Advisory Committee Meeting: Prospect Review: Greenwood, Asher meets with Search Advisory Committee to review leading prospects for consideration; The committee selects candidates for preliminary review and discusses interview strategies (approximately one/two weeks prior to this meeting, each committee member reviews candidate files)
April	Round-One of Interviews: Committee and Greenwood, Asher will conduct interviews of leading candidates and select candidates for referencing; Discuss referencing strategies
	At the completion of the interviews, Search Advisory Committee identifies top candidates for referencing and conducting of in-depth background work
	Search Advisory Committee Meeting: Search Committee reference check feedback meeting with Greenwood, Asher; invitations for second round of interviews extended (with full board or campus)

April/May	Campus/Board interviews conducted
	Search Advisory Committee Meeting: Search Committee or Board and G/A&A meet to discuss interview feedback
May	Board of Governors selects next President

Search Advisory Committee Composition:

12 to 15 Committee members including members of the Board of Governors and constituent representatives, of whom up to three (3) would be business leaders or substantial donors. The Chancellor will serve *ex officio*.

- 6 Board of Governors members, maximum
- 1 Classified Staff Member
- 2 Faculty Members
- 1 Student Member
- 1 Foundation Member
- 1 Alumni Member
- 3 Business Leader/Donors, maximum
- Chancellor (*ex officio*)

Administrative Staff for Search:

The Chair of the Board of Governors will have designated staff to provide confidential assistance and support for the search process.

Confidentiality Oath

Title 133 provides a Legislative Rule of confidentiality. In particular, §133-5-2.4 provides that members of the governing board, or any search committee appointed, may not provide information about the names or backgrounds of any candidates, without their consent, to anyone who is not a member of the governing board or search committee, or authorized agents or staff as designated in the search procedures approved by the Commission.

When candidates are invited to a preliminary interview with the search advisory committee, they shall be notified of the conditions under which confidentiality may be waived as to background checks and that in the event that they are invited for a campus interview, their names and backgrounds shall be publicly released at the time they accept an invitation for a formal campus visit.

To adhere to this rule, and to emphasize the need for complete confidentiality and discretion as well as potential liability, all members of the Board, the Presidential

search committee, the search consultant, and any administrative staff assisting with the search, will be required to sign a confidentiality statement confirming their commitment to abide by the legislative rule of confidentiality.

All information regarding applicants or candidates will remain confidential except for those applicants who have both been invited for an on campus interview and have accepted the invitation.

Public Information:

Any public statements regarding the search will be made only by the Chair of the Search Advisory Committee or Chair of the Board of Governors.

Search Consultant:

Greenwood, Asher has been selected as the search consultant.

Statement of Characteristics and Qualities-position announcement

Input as to the best characteristics and qualities of the President will be solicited by the search firm from our constituencies and utilized in selecting and evaluating the candidates. The focus groups shall include as a minimum, the Board of Governors, the Faculty, Classified Staff, Students, Alumni and Community.

After soliciting input a Statement of Characteristics and Qualities shall be developed and position announcements shall issue. The search firm shall assure national distribution of the announcements in order to attract the deepest, best and most diverse pool of nominees and applicants.

Screening Process

- A. The search firm will facilitate the preliminary screening of applicants and are to be responsible for identifying the top ten applicants in coordination with the Search Advisory Committee.
- B. The Search Advisory Committee will review the applicants and rate them. Up to five candidates will be selected via this process.
- C. The finalists will be invited to the campus for interviews which will include open forums with faculty, classified staff, students, alumni and he community. The Search Advisory Committee will make comment sheets available to provide a mechanism of input from those who attend the forums.
- D. Following the campus visits, the Search Advisory Committee will meet to develop a list of strengths and weaknesses of each of the finalists and submit the lists to the Board of Governors.
- E. The Board of Governors will make the final selection.

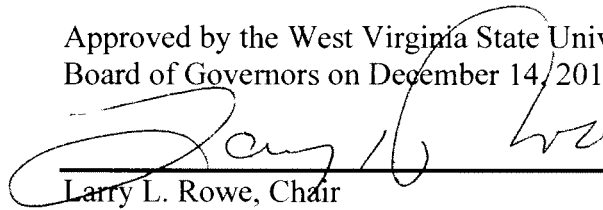
Background Checks

The search consultant shall make background checks on the finalists.

Budget

The Board of Governors has approved a budget for the search process. Costs for the search will be paid from this account.

Approved by the West Virginia State University
Board of Governors on December 14, 2011



Larry L. Rowe, Chair