



**SEARCH COMMITTEE PROCEDURES
2024-2025**

1. The Board of Governors hereby establishes a **Presidential Search Committee** to make recommendations to the Concord University Board of Governors regarding selection of a President. The Board of Governors will serve as the **Presidential Selection Committee** to evaluate the candidate finalists and choose the next president of Concord University.

SEARCH COMMITTEE

2. The Presidential Search Committee will consist of:
 - a. A member of classified employees
 - b. A member of the faculty
 - c. A member of the student body
 - d. Four lay members of the Board of Governors
 - e. A member of the Concord University Alumni Association
 - f. A member of the Concord University Foundation
 - g. The Chancellor of the Higher Education Policy Commission as an ex-officio member.

(The Committee Chair will coordinate with the Chancellor to formalize the involvement of the Policy Commission in this search process, as required by HEPC Series 5.)
3. The Board shall appoint the members of the search committee. Members from various constituent groups will be nominated by their respective constituent group. No person shall be appointed to the Search Committee who will not be eligible and available to serve until the conclusion of the work of the Committee. The work of the Committee will begin when directed by the Board of Governors to do so. If a member of the Search Committee becomes a candidate for the presidency, that member shall resign immediately from the Search Committee. If that member of the Search Committee is a constituent representative for the

Faculty, SGA or Classified Staff, that constituency will have 2 days to recommend their replacement to the Chair of the Presidential Search Committee.

4. The Chair of the CU BOG shall designate a chairperson and a vice chairperson, to coordinate the activities of the search committee.
5. Staff support for the Search Committee shall be provided by the Board Liaison and the Office of the University President. The BOG Liaison will also be subject to the nondisclosure/ confidentiality agreement.
6. The meetings and duties of the Search Committee will include but not be limited to the following:
 - A. Meetings of the Search Committee shall be called by the Chair of the Committee and all members must be notified at least seven days in advance, except that less than seven days notice may be given if an emergency meeting is necessary. Meetings may take place via videoconference or in person at any location agreed upon by the search committee.
 - B. The Search Committee may meet in executive session for the purpose of discussing candidates for the position or any other purpose authorized by law. Presentations to the Committee in open session or in executive session are restricted to members of the Committee and any individuals specifically invited by the Chair of the Committee to address the Committee.
 - C. Each member will participate fully in all committee activities including, but not limited to, the recruitment, interviewing, screening and evaluation of applicants;
 - D. Each member will protect applicant confidentiality including names of applicants and any identifying information relative to the applicant, the applicant's background, or current or former employers. All committee discussions and deliberations are confidential. All applicant information, including vita, writing samples, etc., is confidential. The search committee is required to conduct its meetings and deliberations consistent with this commitment, unless specified

otherwise under law. Each member of the Search Committee must agree to sign a confidentiality agreement prior to any meetings or formal discussions regarding the search. Such agreements will be the responsibility of the BOG Liaison and the BOG Chairperson.

- E. The committee will take appropriate steps necessary to generate a strong pool of semi-finalists and advise the Board of Governors of those candidates who are best qualified to meet the needs of the University.
- F. Before the first meeting of the Committee at which candidates shall be considered, the applications will be made available for review. No further duplication of information may occur, without written authorization of the Committee Chair. Any distributed information about a candidate must be returned to the Committee chair once the candidate has been eliminated from further consideration by the Committee.
- G. All correspondence, telephone contacts, and other direct contacts with the nominees and candidates prior to interviews shall be handled by the Committee Chair or the Committee staff at the Chair's direction.
- H. The search committee, through its chairperson, will work closely with the Board of Governors chairperson to provide updates throughout the process as requested.
- I. A report from the Search Committee regarding candidates will be provided at least five days prior to the Board of Governors on **April 15, 2025**. The committee will recommend a group of no more than ten (10) highly qualified semi-finalists to the Board of Governors who will make a final decision as to the selection of the next president.

SELECTION COMMITTEE

The Concord University Board of Governors shall serve as the Presidential Selection Committee. In making the selection of a President, the Board will consider any and all recommendations brought forward from the Presidential Search Committee.

1. The duties of the Presidential Selection Committee will include but not be limited to:
 - A) Collecting information and soliciting the view of faculty, staff, students, administrators, alumni, donors, community leaders, and other individuals who are familiar with the institution regarding characteristics and qualities that should be possessed by the next president. Based on this input, a statement of leadership criteria shall be prepared by the Selection Committee. This information shall be used for the purpose of developing a "Characteristics and Qualities Statement" to be presented to potential candidates as an instrument depicting the type of candidates the Board of Governors is seeking.
 - B) Developing a position announcement prepared by the Selection Committee (BOG) and then transmitted to appropriate individuals and organizations.
 - C) The Chair of the Selection Committee, or the Chair's designee, shall be the spokesperson for the Selection Committee.
 - D) No member may appoint a proxy for purposes of attending meetings, deliberating, or voting. At least a majority of the Committee must be present to constitute a quorum for the purpose of conducting any business.
 - E) Before the first meeting of the Committee at which candidates shall be considered, the applications will be made available for review. No further duplication of information may occur, without written authorization of the Committee Chair. Any distributed information about a candidate must be returned to the Committee staff once the candidate has been eliminated from further consideration by the Committee. Eliminated candidates shall be notified by the Chairperson, with reasonable promptness, that they are no longer being considered.

F) Members of the Committee shall not provide information about the names or backgrounds of any candidates to anyone outside the Committee or in any other way undermine the commitment of the Committee to confidentiality. Each member of the Selection Committee must agree to sign a confidentiality agreement prior to any meetings or formal discussions regarding the search. Such agreements will be the responsibility of the Board Liaison. Any member who breaks this commitment of confidentiality shall immediately resign from the Committee. Failure to do so will result in immediate removal by the Chair.

G) All correspondence, telephone contacts, and other direct contacts with the nominees and candidates prior to interviews shall be handled by the Committee Chair or the Committee staff at the Chair's direction.

H) Expenses associated with travel and other expenses of Committee members, travel of each candidate and her/his spouse/significant other for preliminary interviews or campus interviews, and all other expenses associated with the search shall be reimbursed through the Office of the President.

I) Following the receipt of written authorizations from the candidates, and under the direction of the Selection Committee Chair, reference checks may be conducted by the Committee Chair, Committee members, and/or the Committee staff, after the candidates have accepted the invitation to participate in the preliminary interviews. No person may undertake reference checks of a candidate except as authorized by the Chair.

J) Prior to the Search Committee providing a list of semi-finalists to the Selection Committee for consideration the Board of Governors may, at its discretion, submit additional candidate nominees for consideration by the Search Committee.

K) The Selection Committee shall conduct interviews of semi-finalists. The interviews shall be conducted at a confidential location within as short a period of

time as is practical and may include the spouse/significant other of the semi-finalists.

L) As soon as possible following the interviews with the semi-finalists, the Committee shall select at least three (3) but no more than six (6) finalists for campus visits.

M) Up to the point of the campus interviews of the finalists, the Committee's pledge of confidentiality shall be strictly observed. When the finalists accept the invitation to participate in the campus interviews, they shall be informed by the Committee Chair or Committee staff that confidentiality can no longer be assured. However, there shall be no official release or confirmation of the names of the finalists to the news media except at the discretion of the Chair of the Committee. After public confirmation of the finalists, Committee members are still obligated to keep information about the discussions and opinions of all Committee members confidential, permanently.

N) Each finalist's campus visit shall include meetings with students, classified staff, non-classified staff, faculty members, campus administrators, community leaders, alumni, foundation, and other individuals invited by the Search Committee. The Committee Chair shall provide a mechanism to solicit comments from representatives of these groups after the campus visits by the finalists.

O) If the Search Committee decides at any point in the process that the pool of applicants does not include a sufficient number of qualified candidates, the Committee may reopen the search. During campus visits, if a decision to offer the presidency cannot be made from among up to six finalists, additional finalists may only be selected after the first group of finalists is eliminated from consideration.

P) Based upon the interviews, the reference checks, input from various groups and individuals who met the candidates during the campus visits, and the Committee's assessment of the experience and qualifications of the finalists, the Committee shall

choose finalists by majority vote in rank order and shall establish the salary and emoluments, and shall authorize the Chair of the Board to extend an oral offer on behalf of the Board to the individual selected with the understanding the offer is pending approval of the WV Higher Education Policy Commission (HEPC). The Board may also authorize the Board Chair to make an oral offer to the other finalists in rank order if the preferred candidate does not accept the offer. Once the oral offer is accepted, the Board Chair shall provide a written offer that has been reviewed by the full Board and the HEPC, and that includes terms and conditions of employment.

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