

UNIVERSITY OF MAINE SYSTEM
Administrative Procedures for Board Policy # 204
Recruitment and Selection of Presidents

Effective: July 18, 1985

Last revised: March 20, 2006, Jan. 27, 2014; June 12, 2014

Board Policy:

Presidents of the various institutions and/or units of the University System shall be appointed by the Board on the nomination of the chancellor and shall serve at the pleasure of the Board. (Bylaws Section 1.3c)

Board Charges the Committee:

The chancellor on behalf of the Board of Trustees must formally charge each search committee with the responsibility for conducting the search for a president. The charge shall include preferred characteristics to be used as guidelines throughout the search articulated and/or approved by the chancellor and Board of Trustees based on an assessment of the needs of the university and University System. Close collaboration of the chancellor, Board and committee in defining the preferred characteristics will enhance the quality of information to candidates and increase the likelihood of a successful search outcome.

Searches to Include Board Members:

The search committee will include three Board of Trustees members, one of whom will be designated to serve as committee chair, and appointed by the chairperson of the Board.

Committee Membership:

The committee is composed of representative membership from the Board of Trustees (3, appointed by the Board chair, one of whom is designated by the Board chair to serve as committee chair), faculty (3, selected by the faculty senate or governance body), undergraduate student body – voting member (1, selected by the student senate or governance body), alternate undergraduate student body (1, selected by the student senate or governance body), graduate student body (1, applicable only at universities where there are doctoral programs, selected by the graduate student governance or advisory body), academic administration (1, selection process coordinated by the provost or vice president for academic affairs, including input from academic administrators such as deans, associate or assistant provosts and deans, and department chairs where that position is excluded from the bargaining unit. The provost or vice president of academic affairs will recuse him/herself from this role if he or she is considering applying for the position.), salaried staff (1, selected by the applicable governance or advisory body), hourly staff (1, selected by the applicable governance or advisory body), Board of Visitors (1, selected by the Board of Visitors), alumni/ae or general community representative to be appointed by the chancellor from recommendations received from groups such as the alumni association, foundation, and other university-related groups not already represented on the committee (1), and one designee of the chancellor (1, selected by the chancellor). The alternate undergraduate student body member may attend meetings and may vote only when the voting student member is not present.

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Conduct and Staffing:

Searches will be under the direction of the chairperson of the search committee and the chancellor and will be staffed by personnel from the office of the chancellor. At the discretion of the chancellor and search committee chair, a search consultant may be engaged to advise and assist the committee. The chancellor may approve variations from these procedures when warranted by appropriate circumstances.

Search Procedures:

1. Meetings of the committee may be held in or outside the State of Maine.
2. At least seven days in advance of each meeting, the Clerk, or designated staff member, shall send a notice of the date of the meeting to the committee membership. No notice is required for adjourned meetings or adjourned executive sessions.
3. Meetings of the committee shall be open to the press and the public except for executive sessions. No formal votes or other affirmative action shall be taken in executive session.
4. Two-thirds of the committee membership shall constitute a quorum for transaction of business. A duly constituted vote on any proposed motion shall require the approval of a majority of the members in attendance.
5. In the absence of the chair, the committee shall elect another Trustee member of the committee to officiate at that meeting.
6. The clerk, or designated staff member on behalf of the clerk, shall keep the records of the committee. The clerk, or designated staff member, shall prepare a summary of actions of the meetings.
7. All applications shall be coded numerically or alphabetically, to keep the identity of applicants confidential if referrals are made in public session.
8. The committee chair shall be the spokesperson for public comments regarding committee procedures and actions. The committee chair will provide periodic updates of the progress of the search to the university community.
9. The search committee will normally conduct preliminary interviews at a neutral location and/or by telephone or video conferencing. Application materials, reference check results, and a summary of candidate strengths and gaps for all candidates interviewed will be submitted to the chancellor with a recommendation of candidates to be invited for on-campus visits. If the chancellor does not approve the selection of candidates for on-campus visits, the chancellor, committee chair and Board of Trustees' chair will determine the next steps to be taken.
10. All written assessments and endorsements of candidates must be submitted to the chair of the search committee.
11. Typically three, but no more than four, final candidates, approved by the chancellor, shall participate in on-campus visits hosted by the search committee in order to provide an opportunity for input from faculty, students, staff and other constituents. Finalist interviews will include interviews with the chancellor and Board chair or designee(s).

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12. The search committee and chancellor or designee are responsible for conducting appropriate due diligence measures including appropriate reference and background checks.
13. The search committee will meet following the campus visits and shall provide the chancellor with their assessment of each candidate's strengths and weaknesses, without ranking the candidates.

Committee Nominees:

The expected outcome is the submission of typically no fewer than two and no more than four qualified candidates, unranked, to the chancellor by a designated date. If the chancellor does not find any of the final candidates acceptable to recommend to the Board of Trustees, the chancellor, committee chair and the Board of Trustees' chair will determine the next steps to be taken.