

# CONCORD UNIVERSITY BOARD OF GOVERNORS

## **Policy No. 1**

### **Policy on Presidential Appointment, Responsibilities and Evaluation**

**Effective Date: 06/04/2003**

#### **Section 1. GENERAL**

##### 1.1 Scope:

This rule establishes guidelines for the Concord University Board of Governors when employing and evaluating presidents for the institution.

1.2 This policy is in compliance with West Virginia Code § 18B-1B-4,

§ 18B-1B-7, § 18B-1B-6, § 18B-1-6

1.3 Passage Date: April 1, 2003

1.4 Effective Date: June 4, 2003

1.5 Repeal of former Rule: Repeals and replaces Series 59 of Title 128 and 131 and Series 5 of Title 133 (Board of Directors of the State College System of WV, effective May 17, 1993).

#### **Section 2. PRESIDENTIAL EVALUATION**

2.1 In addition to the formal evaluation every four years, presidents shall receive a yearly evaluation in a manner and form decided by governing board or by the president of the employing institution for presidents of the regional campuses or administratively linked community and technical colleges (Title 133 Procedural Rule of the West Virginia Higher Education Policy Commission, Section 6.7 endorsed by the Concord College Board of Governors on April 1, 2003).

2.2 The Board of Governors will review the accomplishments and performance of the president of Concord College based on mutually identified and agreed upon goals for July 1 through June 30 of each year. This process will occur between July 15 and September 1 of each year in which the more comprehensive formal evaluation is not required.

2.3 As the first step in this process, the president will prepare a confidential written report for the Board of Governors by July 15. The report will outline the president's accomplishments in relation to goals that were established in that year. At this meeting of the Board and the president, Board of Governors representatives of campus constituent groups may present written and/or oral reports containing comments and suggestions relating to the president's performance elicited from faculty, staff and students.

2.4 After reviewing the report and soliciting input from other members of the Board, the Executive Committee will meet with the president to discuss accomplishments and identify goals for the ensuing year. The Executive Committee will provide support and constructive suggestions in order to help the president succeed in meeting mutually established goals.

2.5 Based upon this discussion and the Board's goals for the year, the President and the Executive Committee will prepare written recommendations regarding the president's goals for the coming year beginning September 1.

2.6 The results of the report and goals for the year will be reviewed with the full Board and the president during Executive Session in July or August of the same year. The Board at this meeting will take final action regarding the president's contract and goals for the upcoming year.

### **Section 3. PRESIDENTIAL COMPENSATION**

3.1 The Board will determine the total compensation package and terms of employment of the president, which must be consistent with Policy Commission guidelines, and approved by the West Virginia Higher Education Policy Commission.

### **Section 4. DELEGATION OF POWERS FOR BOARD OF GOVERNORS**

4.1 Review and approve all matters required by law or regulation to go before the West Virginia Higher Education Policy Commission.

4.2 Appointing, compensating, evaluation, disciplining or terminating the president.

4.3 Selling or acquiring real property for the University regardless of dollar amount.

4.4 Assuming long term indebtedness to be repaid over more than five years, and in an amount exceeding \$1,000,000.

4.5 Approving capital projects consistent with the guidelines of the Policy Commission.

4.6 Assuming contractual obligations in excess of \$250,000.

4.7 Approving major administrative reorganizations.

4.8 Planning and approving the annual University budget.

4.9 Adopting salary policies for classified, non-classified, and faculty.

4.10 Approval of matters that the Board must consider to satisfy various accrediting agencies.

4.11 All other duties, responsibilities not specified herein shall be delegated to the president of the University.

4.12 This delegation of duties is valid until further notice, and unless revoked or revised by action of the Board of Governors.

### **Section 5. DEVELOPMENT OF A SEARCH PROCESS AND SEARCH COMMITTEE**

5.1 Upon the occurrence of a vacancy in the position of president at Concord University, the Board of Governors will undertake a search for a new President. The Board is responsible for the search, both procedurally and financially. The Board shall adopt procedures governing the search.

5.2 If a search committee is appointed by the governing board, the chair and vice-chair shall be selected from among those citizen members of the governing board who were appointed by the Governor.

5.3 A statement of characteristics and qualities, which the new president should possess, must be adopted by the governing board and utilized in soliciting and evaluating the candidates.

5.4 If a search committee is appointed, it shall include representation of faculty, students and staff.

5.5 A position announcement should be prepared detailing the characteristics and qualities sought in a new president, and be transmitted to appropriate newspapers and other media sources, heads of higher education associations and organizations, and other appropriate individuals.

5.6 Interviews with the finalists shall be conducted on campus and during campus visits, students, classified employees, faculty, campus administrators, community leaders, alumni, and other individuals shall be invited to meet with the candidates, and their comments solicited by the governing board. Interviews with semi-finalists, at the option of the governing board, may also be conducted on campus.

5.7 Background checks may be conducted on each candidate prior to interviewing with the search committee. Background checks shall be conducted on finalists prior to any campus visit made at the invitation of the search committee. On-site visits to the candidates' institutions may be conducted, and are recommended for the final candidates.

5.8 The governing board, at its discretion, may appoint additional students, faculty, staff, community leaders, alumni, or other citizens to any search committee it appoints.

5.9 Candidates may be considered through their own application or by nomination.

5.10 Members of the governing board, or any search committee appointed, shall not provide information about the names or backgrounds of any candidates to anyone not a member of the governing board or search committee until the finalists have been selected and agreed to a campus visit. When candidates are invited to a preliminary interview with the search committee, they shall be notified that confidentiality will be waived in the event that they are invited for a campus interview, and their names and backgrounds shall be publicly released at the time they accept an invitation for a campus visit.

5.11 At the request of an institution, the Higher Education Policy Commission may provide the governing board with staff assistance to manage the search process or the governing board may enter into a contract with a consultant or executive search firm to identify potential candidates in addition to those who have applied or been nominated or to assist in the search in whatever manner the governing board may choose.

5.12 The governing board shall confer with the Chancellor and agree to a method and process for Policy Commission members to attend interviews of the finalists, or schedule their own, and approve the final selection of a president by the governing board. The governing board, or any search committee appointed by it, shall promptly transmit to the Chancellor a copy of the procedure adopted to govern the search and agendas and minutes of meetings involving the search.

5.13 Terms of compensation discussed with or offered to candidates shall be consistent with any guidelines or rules regarding presidential compensation adopted by the Policy Commission, and any compensation agreed to must be approved by the Policy Commission.

5.14 Interim presidents appointed by a governing board until a permanent President is employed must be approved by the Policy Commission. An individual, with approval of

the Policy Commission, may be pre-designated as an interim president to fill an unforeseen vacancy in the presidency.