

GLENVILLE STATE COLLEGE POLICIES

PERSONNEL POLICY 23

EMPLOYMENT, EVALUATION, AND RESPONSIBILITIES OF THE PRESIDENT AT GLENVILLE STATE COLLEGE

23.1. General

1.1. Scope – This policy establishes guidelines and procedures for the Glenville State College Board of Governors to use in employing and evaluating the President of Glenville State College.

1.2. Authority - West Virginia Code §18B-1B-4, 18B-1B-7, 18B-1B-6, 18B-1-6; HEPC Series 5, Section 2.2

1.3. Effective Date –

1.4. Repeal of former rule - Repeals and replaces Series 59 of Title 131 Legislative Rule of the Board of Directors of the State College System of West Virginia effective May 17, 1993. This policy supersedes any or all previous GSC policies in reference to employing and evaluating the President at GSC.

23.2. Interim President

2.1. If the timing of a vacancy requires the appointment of an interim president, the Board of Governors shall appoint an interim president till a permanent president is employed. This appointment must be approved by the Higher Education Policy Commission.

23.3. Development of a Search Process and Search Committee

3.1. Upon the occurrence of a vacancy in the position of president at Glenville State College, the Board of Governors will undertake a search for a new president. The Board is responsible for the search, both procedurally and financially. The search shall be conducted in accordance with Series 5 of the Higher Education Policy Commission and the following procedures:

3.1.1. The Board of Governors shall appoint a search committee. A chair and a vice chair of the search committee shall be selected from among the members of the Board of Governors who were appointed by the Governor. These two members shall be the only Board of Governors members appointed to the search committee. The selected chair and vice chair shall be entitled to vote as members of the search committee. The chair of the search committee, or the chair's designee, shall be the only spokesperson for the work of the committee.

3.1.2. The search committee shall include representation of faculty, staff and students. At its discretion, the Board may appoint additional students, faculty, staff, community

leaders, alumni, or other citizens to the search committee.

- 3.1.3. At the request of the Board of Governors, the Higher Education Policy Commission may provide the board with staff assistance to manage the search process, or the 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 board may deem necessary.
- 3.1.4. The Board shall confer with the Chancellor and agree to a method and process for Higher Education Policy Commission members to attend interviews of the finalists, schedule interviews on their own, and approve the final selection of a president by the Board. The 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.
- 3.1.5. A statement of characteristics and qualities which the new president should possess shall be adopted by the Board and utilized in soliciting and evaluating the candidates.
- 3.1.6. A position announcement shall be adopted by the Board detailing the characteristics and qualities sought in a new president and transmitted to appropriate newspapers and other media sources, heads of higher education associations and organizations, and other appropriate individuals.
- 3.1.7. Candidates may be considered through their own application or by nomination.
- 3.1.8. Members of the Board, or any search committee appointed, shall not provide information about the names or backgrounds of any candidate to anyone except members of the Board or search committee until the finalists have been selected and agree 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.
- 3.1.9. The Board shall adopt a timeline for the search process.
- 3.1.10. The search process shall include preliminary interviews off-campus or via telephone with no more than ten candidates following an initial screening of the qualifications of the applicants.
- 3.1.11. At the conclusion of the preliminary interviews, the search committee shall recommend the names of at least three and no more than five finalists to participate in on-campus interviews, at which time the work of the search committee is concluded. The finalists shall participate in on-campus interviews

with the Board of Governors, students, staff, faculty, campus administrators, community leaders, alumni, and other individuals. The Board of Governors shall solicit comments from each of these groups.

3.1.12. Background checks and internet searches shall be conducted on each candidate prior to any campus visit and the on-campus interview made at the invitation of the Board.

3.1.13. If the Board is unable to reach an agreement with one of the recommended candidates, the Board may reopen the search.

23.4. Search Committee Meetings

4.1. Meetings of the search committee shall be called by the chair of the committee. All members must be notified at least five days in advance, except that less than five days notice may be given with the approval of a majority of the members of the committee. All meetings must be noticed in accordance with the requirements of West Virginia's statute.

4.2. At least a majority of committee members must be present to constitute a quorum for the purpose of voting.

4.3. Agendas and Minutes of the search committee meetings must be recorded and a copy transmitted to the Chancellor.

4.4. Meetings shall comply with the West Virginia Open Governmental Meetings Act.

23.5. Appointment of the President

5.1. The president of Glenville State College is appointed by the Glenville State College Board of Governors, consistent with the provisions of West Virginia Code 18B-1B-6 and 18B-2A-4 and this policy.

5.2. The president serves at the will and pleasure of the Board.

5.3. Upon appointment, a president may be awarded academic rank and tenure at the College by the Board.

23.6. Presidential Duties and Responsibilities

6.1. The President is responsible to and reports to the Board. Within the policies and regulations of the Board and of other state and federal authorities, the President, as chief executive officer, has general authority and responsibility for the institution and for keeping the Board and its Executive Committee informed regarding the institution in a timely and appropriate manner.

6.2. The President is expected to demonstrate those leadership skills necessary for the vibrant, dynamic pursuit of the goals and objectives embodied in the mission of the institution. The

President is also expected to understand the higher education needs of the institution's service region, work with the Board to develop proposals for meeting those needs and provide leadership to foster cooperation between campus and community in fulfilling the institution's teaching, research, and public service responsibilities.

6.3. The President is expected to consult appropriately with faculty, students, classified staff and administrators in discharging the responsibilities of the position. The President is also expected to ensure that the policies, procedures and actions of the Board are communicated to appropriate constituencies of the institution in a timely manner.

6.4. As the chief executive of the institution, the President is charged with the specific responsibilities outlined in the Glenville State College Board of Governors *Delegation of Powers*.

6.5. With regard to the responsibilities as outlined above and in the *Delegation of Powers*, the President has final institutional-level authority and responsibility for every personnel action at the institution, and the Board hereby delegates all authority for such decision-making, with the exception of decisions relating to his or her own employment and compensation.

23.7. Annual Presidential Review

7.1. It is the responsibility of the Executive Committee, under the leadership of the Chair, to continually monitor and evaluate the performance of the President. Throughout the year, the Chair is responsible for informing the Executive Committee, or the entire Board when appropriate, of any concerns regarding the performance of the President.

7.2. The annual review may include one or more of the following components, as the Executive Committee may choose to monitor and evaluate the performance of the president: through campus visits; discussions with the president; assessment of the quality of written information submitted to the Board; assessment of the accomplishment of institutional and statewide goals; and discussions with members of the Board, as well as students, faculty, staff, other administrators, legislators, and business and civic leaders associated with the institution. The annual review will specifically include conversations between the Executive Committee and the elected constituent representatives who are members of the Board. In addition, the President shall provide to the Chair, prior to June 1 of each year, as an Annual Report, his or her goals and objectives for the ensuing twelve months and the progress made on accomplishing the goals and objectives of the previous twelve months. The Chair shall complete the annual review of the President, following one or more of the above referenced consultation and processes and by adding any additional processes that the Executive Committee finds appropriate. At the conclusion, the President shall receive the annual evaluation in writing from the Chair.

23.8. Presidential Evaluation

8.1. The Board may request from the Chancellor evaluative tools, guidelines, and procedures recommended for the assessment and evaluation of college presidents and provide any assistance in performing the evaluations.

8.2. Consistent with the requirements of West Virginia Code 18B-1B-6, the process described below is designed to evaluate presidential performance in relation to criteria established by the Board. It seeks to identify both areas of strength and those in which improvement would appear to be appropriate in order to assist the president in improving his or her effectiveness.

8.3. The basis for assessing presidential performance shall be the "Duties and Responsibilities" listed in section 23.6 of this policy, and any other criteria established by the Board. This performance evaluation shall be conducted every fourth year and shall be structured as follows:

8.3.1. The Chair of the Board, after consultation with the president, shall establish an on-site schedule for the performance evaluation activities. The on-site schedule shall be developed for a period during the regular academic year when the institution is in operation. However, preparatory activities may be completed during the summer months.

8.3.2. The President shall prepare and submit to the chair of the Board at least four (4) weeks prior to the on-site visit a "Statement of Presidential Assessment" consisting of his/her assessment of his/her performance as president in relation to each of the "Duties and Responsibilities of the President." The statement shall be no longer than fifteen (15) pages. The President may append necessary and appropriate materials, including such documents as the president's annual report and the current North Central Association selfstudy report.

8.3.3. The Board will appoint a committee of its own members, a visiting team, or any combination thereof, and utilize institutional personnel, staff of the board, and persons who are knowledgeable in higher education matters to assist in its evaluation of the president in a way deemed most appropriate by the Board.

8.3.4. To obtain an accurate and objective impression of the performance of the president, the committee, a visiting team, or any combination thereof shall visit the campus to talk with and receive the views of the president, members of the Board, and a representative number of administrators, faculty members, classified employees, students, alumni, and community leaders, including the elected leaders of each campus constituent group. Evaluative information thus obtained, either in oral or written form, if included in the report, must be attributable. Confidentiality beyond the committee, visiting team, or any combination thereof of individual assessments of presidential performance shall be assured.

8.3.5. The Chair of the Board shall appoint one (1) member of the visiting team to serve as chairperson. The team shall be given the "Statement of Presidential Assessment" and such other documents deemed to be appropriate.

8.3.6. The Board shall be responsible for arranging a schedule for the visiting team, including interviews and meetings with campus personnel, that will assure a careful assessment of leadership and the condition of the campus.

8.3.7. The team chairperson shall be responsible for drafting and submitting a team report to the Chair of the Board within thirty (30) days of the on-site visit. The general approach and format for the report shall be similar to, but not identical with, a North Central team visit and report, including commentary on the performance of the president in relation to each of the "Duties and Responsibilities of the President" adopted by the Board. There shall be an oral report by the visiting team to the president and the chair of the Board prior to leaving the campus.

8.3.8. The Chair of the Board shall forward a copy of the report to the immediate past chair, members of the executive committee of the Board and to the president who was evaluated, inviting the latter to offer comments within two (2) weeks.

8.3.9. A copy of comments received from the president shall be forwarded to the chair of the Board, the immediate past chair, and to members of the executive committee of the Board.

8.3.10. The President shall be invited to discuss the process and results of the evaluation with the Chair of the Board, the immediate past chair, and the executive committee of the Board, during which discussion areas of strength and those appearing to need improvement (if any) shall be identified for particular attention by the president prior to the next evaluation.

8.4. The Board will use the report of its committee, visiting team, or other body chosen to assist in its own written evaluation of the president. The Board's evaluation shall be reported to the President and to the Chair and the Chancellor of the Higher Education Policy Commission.

8.5. In addition to the formal evaluation every four years, the Board will conduct an annual review of the president as according to the provisions in section 23.7 of this policy.

23.9. Presidential Compensation

9.1. The Board will determine the total compensation package and terms of employment offered to presidential candidates. These must be consistent with any guidelines or rules regarding presidential compensation adopted by the Higher Education Policy Commission and any compensation agreed to must be approved by the Higher Education Policy Commission.

9.2. The Board will establish the presidential salary based on the annual review and analysis of peer and market data.

23.10. Resignation and Termination

10.1. A president may resign his or her appointment at any time upon written notification to the Board, addressed to the Board chair. The Board expects at least sixty (60) days notice prior to the effective date of the resignation.

10.2. The Board may terminate an appointment as president at any time when, in the Board's judgment, such action would be in the best interest of the institution.

10.2.1. If the board terminates for any reason other than for "cause" the employment of a president who has academic tenure, the individual shall be eligible to assume a tenured faculty position at the institution at an initial salary set by the Board and at the academic rank established upon, or subsequent to, appointment as president. "Cause" is defined to include acts of malfeasance or misfeasance, and may include acts of commission or omission, or acts in contravention of the policies or direction of the Board and its designees.

10.2.2. If the Board terminates for any reason other than for "cause" the employment of a president who does not have academic tenure, the individual shall be eligible to be appointed by the Board as a full-time adjunct faculty member. The appointment shall be effective from the date of the release until the first day of the first academic semester at the institution following the one-year anniversary of the date of termination. The salary shall be set by the Board.

10.2.3. If during any period of reassignment, it is determined that while serving as President, the individual engaged in material acts of moral turpitude, dishonesty in the performance of professional duties, personal conduct which substantially impaired the fulfillment of College responsibilities or was materially detrimental to the College or intentionally committed a substantive violation of the West Virginia Ethics Act, the Board may terminate the individual's employment immediately.

23.11. Grievance Procedure

11.1. If the president senses a problem with members of the Board, the president should first attempt to solve it through a discussion with the Board chair. If the problem seems to persist, the next appropriate step would be discussion of the problem with the executive committee of the Board. As the final step in this process, the aggrieved president may request a meeting with the full Board to discuss the matter. If the problem involves the Board chair, the president should attempt to resolve it through a discussion with the Chancellor of the Higher Education Policy Commission and then with the Board.

Approvals:

President

Date

Chair of the Board

Date