

## **GLENVILLE STATE COLLEGE POLICIES**

### **PERSONNEL POLICY 23**

#### **GUIDELINES FOR EMPLOYING AND EVALUATING THE PRESIDENT AT GLENVILLE STATE COLLEGE**

##### **23.1. General**

1.1. Scope – This rule establishes guidelines for the Glenville State College Board of Governors to use in employing and evaluating presidents or other administrative heads of the institution.

1.2. Authority - *West Virginia Code* §18B-1B-4, 18B-1B-7, 18B-1B-6, 18B-1-6

1.3. Effective Date – October 19, 2016

1.4. Repeal of former rule - Repeals and replaces Glenville State College Personnel Policy 23 [2004] and Series 59 of Title 131 Legislative Rule of the Board of Directors of the State College System of West Virginia effective May 17, 1993.

##### **23.2. Development of a Search Process and Search Committee**

2.1. 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 Board shall adopt procedures governing the search. The procedure shall require, at the least, that:

2.1.1. A search committee will be appointed by the Chair and approved by the Board. The committee will include, at a minimum, the Chair, Vice-Chair, past Chair(s), a member of the faculty, a member of classified staff, a member of the non-classified staff, a student representative, and two additional citizen members. The Board secretary will serve as the staff member for the search committee.

2.1.2. A statement of characteristics and qualities which the President should possess will be developed by the search committee and used by the Board in soliciting and evaluating candidates.

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

2.1.4. A position announcement will be prepared 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.

2.1.5. Interviews with the finalists will be conducted on campus and that during the 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 Board. Interviews with semi-finalists, at the option of the governing board, may or may not be conducted on campus.

2.1.6. Background checks will be conducted on each candidate prior to any campus visits made at the invitation of the search committee.

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

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

2.4. Members of the 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 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.

2.5. 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 choose.

2.6. The 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 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.

2.7. 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.

2.8. Interim presidents appointed by the 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.

### **23.3. Presidential Evaluation**

3.1. The Board will conduct a written performance evaluation of the President every third year of his/her employment. The President's performance shall be evaluated in relation to the duties and responsibilities assigned the President by the Board, the success of the institution in meeting each requirement of its institutional compact, and any other criteria previously established by the Board.

3.2. 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.

3.3. The Board committee, visiting team, or other body chosen by the Board, shall visit the campus to receive the views of the President, board members, administrators, faculty, classified employees, students, alumni, and community leaders. A schedule of interviews, meetings, and open forums that will assure a careful assessment of leadership and condition of the campus may be arranged.

3.4. 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 Chancellor of the Higher Education Policy Commission.

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

3.6. In addition to the formal evaluation every three years, the President will be evaluated annually by the Executive Committee of the Board.

### **23.4. Presidential Compensation**

4.1. The Board will determine the total compensation package and terms of employment of the President. These must be consistent with commission guidelines and approved by the Higher Education Policy Commission.