

Policy Title:	Executive Searches, Appointments and Management
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Governing Body:	Southern Oregon University	Policy Number:	GEN.005
Policy Contact:	Board Secretary	Date Revised:	July 2016
Custodial Office:	Office of the Board Secretary	Date Approved:	July 2016
Approved By:	President	Next Review:	July 2019
Related Policy:			

Revision History

Revision Number:	Change:	Date:
-	Initial version	July 2015
1	Revision	July 2016

A. Purpose

To ensure effective executive leadership of Southern Oregon University (SOU), the Board of Trustees of Southern Oregon University will deploy the following standards for the search, appointment, reappointment and evaluation of the SOU President.

B. Policy Statement

**1. Authority/Cross-References:**  
 Oregon Revised Statutes, Chapter 351  
 Oregon Revised Statutes, Chapter 352  
 Oregon Administrative Rules, Division 20  
 Oregon Administrative Rules, Division 21  
 Board Policy on Policies & Internal Management Directives  
 Board Policy on Executive Leadership and Management

**2. Procedures/Guidelines/Procedures**

A. Selection and Appointment of the President

(1) The Board retains the sole responsibility for the selection and appointment of the President.

(2) When it becomes necessary to hire a President, the Board will initiate a search. The search will be conducted in a manner consistent with guidelines recommended by the Executive and Audit Committee and approved by the Board. The search guidelines will be designed to ensure appropriate public notice and will address affirmative action considerations.

(3) A single search committee will be responsible for assisting the Board by identifying, recruiting, and evaluating possible candidates for President. The Board, in addition to a search committee, may contract for the services of a consulting or executive search firm to assist it in recruiting candidates and organizing and executing the search process.

(a) The Board Chair will appoint members of the search committee. The Board Chair will appoint a search committee chair, who will be a current member of the Board of Trustees.

(b) The Board Chair will appoint a senior employee of the university to serve as coordinator of the search. The coordinator will serve as a non-voting ex-officio member of the committee.

(4) The search committee will recommend finalists to the Executive and Audit Committee. The Executive and Audit Committee may meet with the search committee to discuss the strengths and weaknesses of the finalists, especially in terms of the desired qualifications for the position. The report may include summaries of the evaluations from individuals and groups who provided information to the search committee. The search committee will not rank the finalists.

(5) Consistent with the guidelines approved by the Board at Section 2A(2), the Executive and Audit Committee will interview the finalists. The Executive and Audit Committee, after consultation with the search committee, is authorized to narrow the field of finalists that will be forwarded to the Board.

(6) Consistent with the guidelines approved by the Board at Section 2A(2), the Board will interview the finalist or finalists in executive session. Following the interviews, the Board Chair will negotiate terms and conditions of employment with the Board's first preference for President. If the negotiation is unsuccessful, the Board Chair will seek further advice from members of the Board before negotiating with other finalists.

## **B. Selection of an Interim or Acting President**

(1) When the position of President becomes vacant prior to the appointment of a regular successor, the Board Chair will, after consultation with the Executive and Audit Committee and other constituents as necessary, recommend a candidate for interim President.

(2) The Board Chair will interview the recommended candidate for interim President. The Executive and Audit Committee or the Board, in its discretion, may meet in executive session to discuss the strengths and weaknesses of the recommended candidate.

(3) At its next regular meeting or at a special meeting, the Board will vote on the interim President's appointment. The interim President will serve until the Board has appointed a regular President or until the interim President has been relieved of his/her duties and responsibilities. Throughout his/her term, the interim President will serve at the pleasure of the Board.

(4) When an incumbent President is temporarily unable to discharge his/her duties, leaves for a period that, in the judgment of the Board, warrants a temporary replacement, or in any other circumstance determined advisable by the Board, the Board Chair, after consultation with members of the Executive and Audit Committee and other constituents as necessary, will recommend a candidate for acting President.

(5) The Board Chair will interview the recommended candidate for acting President. The Executive and Audit Committee or the Board, in its discretion, may meet in executive session to discuss the strengths and weaknesses of the recommended candidate.

(6) At its next regular meeting or at a special meeting, the Board will vote on the acting President's appointment. The acting President will serve until the incumbent is able to resume his/her duties or until the acting President has been relieved of his/her duties and responsibilities. Throughout his/her term, the acting President will serve at the pleasure of the Board.

**C. Selection of an Interim President as Regular President**

(1) When the Board must decide whether to search for a President or move an interim or acting President to regular status, the process at Section B will be used.

**D. Evaluation of the President**

(1) The President will be evaluated for performance by the Board pursuant to policies adopted by the Board and other necessary processes, standards, and criteria established by the Board's Executive and Audit Committee. The President and Board Chair will be consulted as the Board's Executive and Audit Committee establish the evaluative process, standards, and criteria.

This policy may be revised at any time without notice. All revisions supersede prior policy and are effective immediately upon approval.

**C. Policy Consultation**

This policy was transferred to SOU by operation of law on July 1, 2015 from the State Board of Higher Education Board Policy Manual. Revisions to the text of the policy were posted for campus comment on June 21, 2016.

**D. Other Information**

This policy codifies and revises as Southern Oregon University Policy the rule previously adopted by the State Board of Higher Education concerning this topic and transferred to SOU by operation of law on July 1, 2015.

The Policy Contact, defined above, will write and maintain the procedures related to this policy and these procedures will be made available within the Custodial Office.