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Edwardsville Bulletin

To the Faculty and Staff of Southern Illinois University at Edwardsville

November 26, 1979
Vol. 11, No. 28

MEMO TO: SIUE Faculty, Staff, and Students

FROM: Kenneth A. Shaw
Chancellor

SUBJECT: Structure and Guidelines for the Presidential
Search Committee, SIUE

Attached for your information is a copy of the revised "Structure and Guidelines for the Presidential Search Committee, SIUE" which I approved on Wednesday, November 21, 1979. These revised Guidelines were developed in close cooperation with representatives of the Faculty Senate, the University Staff Advisory Council, and the Student Senate. The Guidelines provide for substantial constituency involvement in the selection of a President and also contain assurances that the work of the Search Committee will be respected.

I have asked the leader of each of the groups represented on the Committee to submit to me the names of persons who would be willing to serve on the Committee by December 10, 1979. I plan to appoint members of the Committee as soon as possible after all the nominations have been received and hope to convene the first meeting of the Committee prior to the Christmas break.

I am pleased that the search for a President has now progressed this far. I ask that each of you lend your cooperation and support to your constituency representatives as we progress in this important undertaking.

Attachment

STRUCTURE AND GUIDELINES FOR THE
PRESIDENTIAL SEARCH COMMITTEE, SIUE

- I. A Presidential Search Committee to serve in a recommendatory capacity to the Chancellor in the process of the selection of a President for Southern Illinois University at Edwardsville will be established as follows:
 - a. The Committee will be composed of twelve persons (eleven votes), one of whom will be the Chairperson.
 - b. The Chairperson will be selected by the Committee and will serve on a full-time basis for the life of the Committee.
 - c. The Committee shall be composed of representatives of the following groups:

Faculty Senate	5 representatives
Student Senate	3 representatives (with 2 votes)
University Staff Advisory Council	2 representatives
Deans Conference	1 representative
Alumni Association	1 representative
 - d. Each group will provide double the number of names which are required to complete its complement on the Committee. Each group may indicate its preferences. The Chancellor will honor these preferences except in cases of compelling need for purposes of diversity. Any deviation from the preferences will be publicly explained by the Chancellor.
 - e. Vacancies will be filled by the Chancellor as needed by using the same lists and procedures as in "d" above.
 - f. Funds to support the work of the Presidential Search Committee shall be provided by SIUE. The Chairperson will serve as fiscal officer of the account.

- II. The Presidential Search Committee is to carry out its assignment subject at present to the following guidelines:
 - a. The Committee will establish its own internal procedures subject to the ratification of the Chancellor.
 - b. The Committee will observe affirmative action and equal opportunity regulations in the process of searching for and screening candidates for the position.
 - c. In the interest of institutional welfare, the search for a President should proceed with all dispatch consistent with a careful and thorough review of all candidates.
 - d. The Chairperson of the Committee is designated as the official liaison officer with the Chancellor.

- e. The Committee will prepare a position description including information on the scope and responsibilities as well as the qualifications sought in applicants for the position. This prospectus will be submitted to the Chancellor for approval. Further, so as to keep the University community informed, the Committee will periodically report on its progress.
- f. The Search Committee shall have full freedom to determine which applicants it wishes to interview, which it wishes to reject, and which it chooses to recommend to the Chancellor. The final recommendations of the Search Committee shall be announced publicly as a part of its final report to the Chancellor.
- g. The Committee will submit the names of at least three candidates in alphabetical order, to the Chancellor, not later than April 15, 1980, and earlier if possible. The Committee will also submit to the Chancellor data concerning the qualifications of recommended candidates and the results of its investigations.
- h. The Chancellor will select his choice for the position from the list of candidates recommended by the Committee. If in an extreme case, the Chancellor finds that none of the candidates recommended are acceptable or willing to accept the position, he shall consult with the Committee on the next steps to be taken. In any case, however, he shall choose only from recommended candidates.
- i. The Chancellor will recommend a single person to the Board of Trustees for appointment as President of Southern Illinois University at Edwardsville.
- j. Members of the Committee will be entrusted with the names, professional histories, and personal references of many individuals. Discretion, both during and after the search process is necessary and appropriate.