

GLENVILLE STATE UNIVERSITY POLICIES

PERSONNEL POLICY 23

GUIDELINES FOR EMPLOYING AND EVALUATING THE PRESIDENT AT GLENVILLE STATE UNIVERSITY

23.1. General

1.1. Scope – This rule establishes guidelines for the Glenville State University Board of Governors to use in employing and evaluating presidents.

1.2. Authority - W. Va. Code §§ 18B-1-6, 18B-2A-4

1.3. Effective Date – June 15, 2022

1.4. Revision of Former Policy - Repeals and replaces Series 59 of Title 131 Legislative Rule of the Board of Directors of the State University System of West Virginia effective May 17, 1993, Glenville State University Policy 23 – Guidelines for Employing and Evaluating the President at Glenville State University [2004] [2016] [2020].

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 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 and shall designate an individual to chair the search committee. The procedure shall be approved by the Higher Education Policy Commission prior to being implemented and 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, two Board members other than University constituent representatives, a member of the faculty, a member of staff, a student representative, and two additional citizen members. The Board secretary will serve as the administrative assistant 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. A position announcement shall 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 for the purpose of advertising the position.

2.1.4. Interviews with the finalists will be conducted on campus and during the campus visits, students, staff, faculty, campus administrators, community leaders, alumni, and other individuals shall be invited to meet with the candidates and their comments solicited and evaluated by the Board. Interviews with semi-finalists, at the option of the search committee, may or may not be conducted on campus.

2.1.5. Background checks will be conducted on each candidate prior to any campus visits made at the invitation of the search committee. Standard industry practices shall be utilized in conducting background checks and, at a minimum, shall include confirmation of degrees, past employment, criminal and credit checks.

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

2.3. Members of the Board, or any search committee appointed, shall not provide information about the names or backgrounds of any candidates, without the candidate's consent, to anyone not a member of the Board, search committee, or authorized agents or staff as designated in the search procedures approved by the Commission 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.

2.4. 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.

2.5. 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.

2.6. Terms of compensation and contract 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 prior to its implementation.

23.3. Presidential Evaluation

3.1. The Board will conduct a formal and structured written performance evaluation of the President every year of his/her employment under the guidance and leadership of the Board Governance and Human Resources Committee. 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 the goals of its strategic plan, and any other criteria previously established by the Board.

3.2. The Board Governance and Human Resources Committee will appoint an evaluation committee of its own members and members of faculty, staff, students, and alumni 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. In accordance with Higher Education Policy Commission Series 5, every third year of the President's employment, the Board will conduct a formal and structured written performance evaluation of the President under the guidance and leadership of the Board Governance and Human Resources Committee. An evaluation committee will be appointed to include the constituent groups listed in section 3.2. along with additional members chosen from other on and off campus constituencies. The evaluation committee shall visit the campus to receive the views of the President, board members, administrators, faculty, staff, 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 shall be arranged.

3.4. The Board will use the report of its Board Governance and Human Resources Committee and the appointed evaluation committee to assist in its own written evaluation of the President. The Board's evaluation shall be reported to the President, Chancellor, and Chair 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 University presidents.

3.6. After reviewing the evaluations, the Board of Governors shall make a determination by majority vote of its members on continuing employment and the compensation level for the President in accordance with W. Va. Code §18B-1B-6.

23.4. Presidential Compensation

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