

ADDENDUM TO THE AGENDA

**UNIVERSITY OF SOUTHERN INDIANA
BOARD OF TRUSTEES**

January 10, 2008

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SECTION I – GENERAL AND ACADEMIC MATTERS

G. APPROVAL OF PRESIDENTIAL SEARCH ITEMS

With the announcement from President H. Ray Hoops that he intends to retire from the presidency of the University of Southern Indiana as of June 30, 2009, it is imperative that an active search for his replacement begin so an orderly and timely process can occur. Approval of the following presidential search items is recommended.

1. Composition of the Search and Screen Committee (Exhibit I-B)
2. Charge to the Presidential Search and Screen Committee (Exhibit I-C)
3. Presidential Search/Screen/Select Timetable (Exhibit I-D)

Composition of Presidential Search and Screen Committee

Trustees	Board of Trustees Chair serves as Chair of Search and Screen Committee Appoints up to three additional Trustees
Student	One full-time student selected by the Student Government Association
Staff	One full-time support staff member selected by Staff Council
Administrator	One senior administrator selected by Board of Trustees Chair
Faculty	Five faculty members -- one from each college chosen by Faculty Senate in consultation with the colleges; plus one representative from Extended Services, recommended by the dean of Extended Services
Community	USI Foundation Board of Directors Chair or designee One community representative appointed by Board of Trustees Chair
Alumni	USI Alumni Council President or designee

University of Southern Indiana Board of Trustees Charge to the Presidential Search and Screen Committee

The Presidential Search and Screen Committee, appointed to advise the University of Southern Indiana Board of Trustees, is broadly representative of the University's constituencies. The Committee's chair and spokesperson is Board Chair John Dunn.

The Presidential Search and Screen Committee is charged with recommending to the Trustees, no later than March 1, 2009, an unranked list of no more than five individuals who, in the Committee's judgment, are well qualified to lead the University of Southern Indiana as its next president. The Search and Screen Committee is asked to base its recommendations upon the leadership criteria which will be adopted by the Board of Trustees before the search ensues, as well as upon the Trustees' established policies with respect to Equal Opportunity and Affirmative Action.

The Board asks the Presidential Search and Screen Committee, in discharging its duties, to conduct the following activities:

- Draft and place advertisements for the position, using the statement of leadership qualities as the basis for advertising;
- Actively solicit nominations and applications from a diverse group of well-qualified persons, including women and minorities;
- Oversee the receipt of and responses to applications and nominations from all sources;
- Screen applications using the leadership criteria as the basis for choice;
- Select and interview semi-finalist candidates;
- Assist in arranging campus visits for finalist candidates and spouses/partners if applicable;
- Report to the Board a summary of campus and community assessments of finalist candidates;
- Ensure that appropriate information about the University and the presidency is provided to candidates at each stage of the screening process; and
- Ensure that confidentiality is strictly observed with respect to applicants and to the Committee's internal deliberations.

The Board of Trustees extends its gratitude to the members of the Presidential Search and Screen Committee for accepting this demanding assignment, and offers its good wishes for a successful outcome.

Presidential Search/Screen/Select Timetable

January 2008

- January 10 - USI Board of Trustees approves search plans including composition of Search and Screen Committee, Charge to Search and Screen Committee, and Proposed Timeline

January – May 2008

- Meetings with campus constituent groups and administrative divisions to gather insights about leadership qualities desired in next president as well as short- and long-term planning needs of the major University divisions
- Board approves "Statement of Leadership Qualities Desired in Next President"
- Board approves Institutional Profile document to share with candidates
- Search and Screen Committee members are named; approved by Trustees

Mid-August 2008

- Invite nominations from other universities
- Advertise nationally

September 1 – October 17, 2008

- Search and Screen Committee reviews applications as received

October 24-25, 2008

- Search and Screen Committee reduces pool to semi-finalists

Mid- to late November 2008

- Search and Screen Committee interviews semi-finalists; recommends no more than five finalists for on-campus interviews

January 13-30, 2009

- Campus visits by finalists
- Search and Screen Committee submits evaluations from campus constituencies to Trustees

Before March 1, 2009

- Trustees meet to announce appointment

July 1, 2009

- New president takes office