

**SPECIAL MEETING OF THE  
WEST VIRGINIA HIGHER EDUCATION POLICY COMMISSION**

**9<sup>th</sup> Floor Conference Room\*  
Boulevard Tower  
1018 Kanawha Boulevard East  
Charleston, West Virginia**

**October 31, 2016  
10:00 a.m.**

**AGENDA**

- I. Call to Order**
- II. Approval of Presidential Search Procedure for Fairmont State University**
- III. Approval of Presidential Search Procedure for Glenville State College**
- IV. Additional Board Action and Comment**
- V. Adjournment**

***\*To join by conference call, dial 1-866-453-5550 and enter participant code: 5245480#.***

**West Virginia Higher Education Policy Commission  
Meeting of October 31, 2016**

**ITEM:** Approval of Presidential Search Procedure for  
Fairmont State University

**INSTITUTIONS:** Fairmont State University

**RECOMMENDED RESOLUTION:** *Resolved*, That the West Virginia Higher  
Education Policy Commission approves the  
Presidential Search Procedure adopted by the  
Fairmont State University Board of Governors.

**STAFF MEMBER:** Paul Hill and Bruce Walker

**BACKGROUND:**

Pursuant to Series 5, Legislative Rule, Guidelines for Governing Boards in Employing and Evaluating Presidents, an institutional governing board must adopt a search procedure when it undertakes a search for a new President. The Commission must approve the procedure before the search begins.

Attached is the presidential search procedure as adopted by the Fairmont State University Board of Governors on October 20, 2016 and for which it seeks Commission approval.

## View Modify/Reclassify Existing Faculty/FEAP/Non-Classified Staff Position Description Summary

| Position Details                                                                       |                                                                                                                                |
|----------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|
| <b>Faculty/FEAP/Non-Classified Position Details</b>                                    |                                                                                                                                |
| Action Number:<br>(Will be assigned upon first saving position)                        | 011132                                                                                                                         |
| Incumbent's First Name                                                                 |                                                                                                                                |
| Incumbent's Last Name:                                                                 |                                                                                                                                |
| Incumbent's Middle Name                                                                |                                                                                                                                |
| President's Comments:                                                                  |                                                                                                                                |
| Justification:<br><i>Please explain reason for request</i>                             | Board of Governors through HEPC approval has directed that the position of President be recruited to be filled.                |
| HR Reclassification Explanation (if app)                                               | N/A                                                                                                                            |
| <a href="#"><u><b>Datarunner and Factor Evaluation Form</b></u></a>                    |                                                                                                                                |
| Action Requested                                                                       | Modify and Request to fill Vacant PD                                                                                           |
| <b>Classification Title:</b>                                                           | Non-Classified (President)                                                                                                     |
| <b>Working Title:</b>                                                                  | President                                                                                                                      |
| Type of Position:                                                                      | Non-Classified                                                                                                                 |
| Position #:<br>(If new, enter "NEW")                                                   | 000001                                                                                                                         |
| Position Class Code:                                                                   | NS1                                                                                                                            |
| Budget Summary Justification:<br><i>Please explain how you will fund this position</i> | Budget exists; Board of Governors through HEPC approval has directed that the position of President be recruited to be filled. |
| Proposed Fund #:                                                                       | 800000 - 100%                                                                                                                  |
| Proposed Org #:                                                                        | 100000 - 100%                                                                                                                  |

|                                                                                                                                                                                                |                                            |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|
| OASIS title:                                                                                                                                                                                   |                                            |
| Job Family:                                                                                                                                                                                    | NC: Non-Classified                         |
| EEO Category:                                                                                                                                                                                  | Executive/Admin/Managerial (Exempt)        |
| SOC Title Code:                                                                                                                                                                                |                                            |
| Faculty / FEAP Positions: Please select the appropriate "Postsecondary Teachers" code relating to position's discipline.                                                                       |                                            |
| Classified / Non-Classified Staff Positions: If this field shows 'no response,' please select the code at the top that says <b>"CLASSIFIED AND NON-CLASSIFIED STAFF: HR will assign code."</b> |                                            |
| Benefits Eligible?:                                                                                                                                                                            | Yes                                        |
| FLSA Status:                                                                                                                                                                                   |                                            |
| Unpublished Base Salary                                                                                                                                                                        |                                            |
| Published Salary:                                                                                                                                                                              | Commensurate with education and experience |
| Estimated fringe benefits: (if temp agency hire, type N/A)<br><a href="#">Part-time spreadsheet</a><br><a href="#">Full-time spreadsheet</a>                                                   |                                            |
| Bargaining Unit:                                                                                                                                                                               | 12-Exec/Adm/Managerial Exempt              |
| Employee Skill:                                                                                                                                                                                | 10-Exec/Admin/Mgr                          |
| Employee Class:<br>Banner Code: PTRECLS                                                                                                                                                        | NS - Full Time Nonclassified Salaried      |
| Non-Classified Positions Only (Banner Field: Probationary Period)<br>03 = Critical, 20 = Traditional                                                                                           | 20                                         |
| Requested Part-Time Staff Hours:<br>(type NA if not applicable)                                                                                                                                | N/A                                        |
| F.T.E.:                                                                                                                                                                                        | 1.00                                       |
| CIP Code:<br>STVCIPC                                                                                                                                                                           | Not Applicable                             |
| <a href="#">CIP Code Descriptions</a>                                                                                                                                                          |                                            |

|                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|---------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Department, College, or School:                                                       | 024: President's Office (FSU)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Appointment Length:                                                                   | July 1 - June 30 (12 mo)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Grant Funded Position?                                                                | No                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| If temporary (or grant funded) position, indicate ending date:                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Immediate Supervisor Title:                                                           | AVP, Human Resources                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Campus Address:<br>(Example: 324 Hardway)                                             | 222 Hardway Building                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Campus Telephone #:                                                                   | 304-367-4151                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Supervisor/Hiring Manager                                                             | Curry, Cindy S.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Responsible Sr. Level Hiring Manager:<br><a href="#">click here for clarification</a> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Employee:                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Stipend Type #1:                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Stipend Type #2:                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Minimum Expectations:<br><i>For Faculty/FEAP/Non-Classified Staff Positions Only</i>  | Serves at the will and pleasure of the Board of Governors. Perform other appropriate duties as may be assigned.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Duties and Responsibilities:                                                          | <ul style="list-style-type: none"> <li>-Articulate FSU's vision, mission and goals in collaboration with the institution's internal and external stakeholders;</li> <li>-Approve and oversee the institutional budget and secure external funding with an accent upon raising funds from individual donors, private and non-profit sources, government agencies, corporations and foundations;</li> <li>-Work with the FSU Board of Governors, West Virginia Higher Education Policy Commission and area legislative delegation, among others, to advance the purposes of the University;</li> <li>-Provide leadership and direction for the University through the strategic planning process;</li> <li>-Strengthen and expand undergraduate and graduate programs and support excellence in teaching, scholarship and service;</li> <li>-Lead faculty, staff and administrators to pursue goals in a clear, purposeful way, including objectives that address student needs, initiatives in teaching, aspirations in academic scholarship, programs of service and leadership, and the professional development of faculty and staff;</li> <li>-Assess overall institutional performance in relation to established goals. Working closely and collaboratively with the Deans and the faculty, the President will establish and maintain the academic</li> </ul> |

|                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|---------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                       | <p>programs, policies and support services for FSU to address the needs of students;</p> <p>-Establish the strategic goals of the institution and direct strategic academic planning for the institution overall, coordinating the departments to achieve the institution's mission;</p> <p>-Lead initiatives to strengthen undergraduate learning outcomes and college completion and guide the institution through the upcoming Higher Learning Commission review.</p> |
| <b>Budget Info</b>                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Does budget exist for this position description request?                                                                              | Yes                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Budget Comment 1 (if any)                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Will this request require a transfer from operating budget or other labor positions?                                                  | No                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Budget Comment 2 (if any)                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| What is the funding source?                                                                                                           | Unrestricted E&G Dollars                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Budget Comment 3 (if any)                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Is there a 30% or more chargeback to the other institution?                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Qualifications</b>                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Minimum Required Education:                                                                                                           | Earned doctoral degree                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <a href="#">Additional Information</a>                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Required Licenses and/or Certifications:                                                                                              | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Type and Amount of Experience Needed:                                                                                                 | <p>-Proven leadership and administrative experience in academic or comparable management;</p> <p>-Experience as a faculty member preferred.</p>                                                                                                                                                                                                                                                                                                                          |
| Will this position require the incumbent to drive institutional vehicles or a rental or personal vehicle on the institution's behalf? | Yes                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Request to Fill</b>                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Institution:                                                                                                                          | Fairmont State University                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Employment Location                                                                                                                   | Main Campus, Fairmont                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

|                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Anticipated Hire Date              | 07/01/2016                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| If faculty position, tenure track? | Not Applicable                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| If faculty position, rank?         | Not Applicable                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Preferred Qualifications           | <ul style="list-style-type: none"> <li>-A deep understanding of and willingness to be a strong advocate for higher education;</li> <li>-Knowledge and understanding of the organizational structure and operation of higher education in West Virginia;</li> <li>-A working familiarity with the legislative process in West Virginia; and</li> <li>-Measurable accomplishments in the area of institutional advancement and fundraising.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Special Conditions                 | <p>Fairmont State University, with a 120-acre main campus in Fairmont, West Virginia (90 miles south of Pittsburgh, PA), is part of the state's growing high technology corridor, with a tri-city metro area of about 207,000 residents. The campus has recently been expanded with new construction, including an Engineering Technology building, student life center, new residence halls, new parking garage, improved library facility and significant ADA accessibility improvements. With more than 80 baccalaureate degrees and five graduate programs, FSU also plays a vital role in the north central West Virginia region's economic development. The institution is accredited by the North Central Association and The Higher Learning Commission. FSU is a member of the NCAA Division II and the Mountain East Conference MEC). Fairmont State University has an active student involvement, with more than 86 clubs, organizations, student publications, honoraries, sororities, fraternities and intramural sports. In our overarching desire to help transform lives, Fairmont State University values scholarship, opportunity, achievement and responsibility. Each of these values undergirds the mission of Fairmont State University to provide opportunities for individuals to achieve their professional and personal goals and to discover roles for responsible citizenship that promote the common good.</p> <p>Reporting to the Board of Governors, the President is the chief executive of the institution, defining its education commitments and its standard of excellence and securing all necessary resources for the fulfillment of its mission. The President will lead Fairmont State University (FSU) to success through dedicated, grounded and inspirational leadership. The President will be expected to articulate the mission and core values of the university and to work with each of the diverse campus constituents to facilitate their role in achieving that shared mission.</p> <p>The President is the executive agent of the Board of Governors and shall, as educational and administrative head of FSU, exercise such powers as are inherent in the position in promoting, supporting and protecting the interests of the school and in managing and directing its affairs. The President shall be the spokesperson for the University and shall bring such matters to the attention of the Board</p> |

|                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                      | as are appropriate to keep the board fully informed in meeting its policy-making responsibilities.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Notes To Applicants<br><a href="#">Helpful Hints</a> | <p>All applicants <b>MUST</b> complete an online application; paper applications cannot be accepted.</p> <p>Applications must also include a letter of interest for the position, a complete CV or resume and the names and contact information (including phone and email address) of at least three (3) professional references.</p> <p>Applicants who are unable to attach their documents to their online applications may mail them instead to Cynthia S. Curry, AVP, Human Resources, Fairmont State University, 1201 Locust Avenue, Fairmont, WV 26554. <u>The application itself must still be submitted through the online process.</u></p> <p>Those candidates selected for interviews will be required to provide all academic transcripts; information on when and where to provide transcripts will be provided when interviews are scheduled/occurring.</p> |
| Additional Questions                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Application Types Accepted                           | On-line Application                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Job Posting date:                                    | 10/14/2016                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Full Consideration Date                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Closing date:                                        | 12/18/2016                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Required Applicant Documents:                        | Resume<br>Cover Letter                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Optional Applicant Documents:                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Advertising Sources:                                 | Charleston Gazette<br>Chronicle of Higher Education<br>Clarksburg Exponent Telegram<br>Dominion Post<br>HigherEdJobs.com<br>Pittsburgh Post-Gazette<br>Times - West Virginian                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Other Advertising Sources:                           | Charleston Daily Mail, The State Journal, WV Gazette, Beckley Register Herald, Wheeling News Register/Intelligencer and the Washington Post                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Posting Specific Questions</b>                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| No Posting Specific Questions.                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Disqualifying / Points</b>                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

Maximum Points Possible: 0

No scorable questions exist.

#### HR Use Only

Internal HR Notes:

#### Reclassify/Modify PAF

|                                   |                                                                               |
|-----------------------------------|-------------------------------------------------------------------------------|
| Reclassify/Modify PAF Transaction | RL: Reallocation (title change only or status changes from NC to class, etc.) |
| WV-11 Effective Date              | 10/14/2017                                                                    |
| WV-11 Annual Salary               | N/A                                                                           |
| WV-11 Hourly Rate (if applicable) |                                                                               |
| WV-11 Comments:                   |                                                                               |
| Other Comment (optional)          |                                                                               |
| New Hire or Rehire?               |                                                                               |
| Arrears Pay                       |                                                                               |
| First Pay Date:                   |                                                                               |
| Group:                            |                                                                               |

#### Notes

|                           |                       |
|---------------------------|-----------------------|
| <b>01-06-2012 3:51 PM</b> | <b>Cindy S. Curry</b> |
|---------------------------|-----------------------|

*Action Sent to Second Level/Sr Level HM*

|                           |                       |
|---------------------------|-----------------------|
| <b>01-09-2012 9:35 AM</b> | <b>Maria Marshall</b> |
|---------------------------|-----------------------|

*Save*

|                           |                       |
|---------------------------|-----------------------|
| <b>01-09-2012 9:37 AM</b> | <b>Maria Marshall</b> |
|---------------------------|-----------------------|

*Save*

|                           |                       |
|---------------------------|-----------------------|
| <b>01-09-2012 9:59 AM</b> | <b>Maria Marshall</b> |
|---------------------------|-----------------------|

*Action Sent to Human Resources*

**01-09-2012 10:00 AM**

**Maria Marshall**

NOTE:

As per Cindy Curry, moved this PD request to HR bypassing president's approval.

**01-09-2012 10:00 AM**

**Maria Marshall**

*Budget Approval Pending*

**01-09-2012 10:07 AM**

**Debbie Stiles**

*Action Sent to Human Resources*

**01-09-2012 10:44 AM**

**Maria Marshall**

*Approved (Faculty/FEAP/Non-Classified Staff Position Description Modified)*

#### **Action History**

**01-06-2012 3:51 PM**

**Cindy S. Curry**

*Action Sent to Second Level/Sr Level HM*

**01-09-2012 9:35 AM**

**Maria Marshall**

*Save*

**01-09-2012 9:37 AM**

**Maria Marshall**

*Save*

**01-09-2012 9:59 AM**

**Maria Marshall**

*Action Sent to Human Resources*

**01-09-2012 10:00 AM**

**Maria Marshall**

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*Budget Approval Pending*

**01-09-2012 10:07 AM**

**Debbie Stiles**

*Action Sent to Human Resources*

**01-09-2012 10:44 AM**

**Maria Marshall**

*Approved (Faculty/FEAP/Non-Classified Staff Position Description Modified)*



# Presidential Search Timeline

## **August 2016:**

- President Maria C. Rose announces to the Board of Governors her plan to step down as president of Fairmont State University, effective June 30, 2017.
  - The Board of Governors determines that the entire Board will serve as the search committee.
  - November 1-December 18, 2016, is set as the recruitment period.
- 

## **September 2016:**

- The Board of Governors reviews and approves the job description and plan for recruitment.
  - The Presidential Search Timeline is submitted by Human Resources to the Chancellor of the HEPC for approval to conduct the search and of the plan.
- 

## **October 2016:**

- The job description for President and the timeline for the search are made available to various campus constituencies (Faculty Senate, Classified Staff Council, SGA) for their information.
  - Receipt of the Chancellor's approval to recruit.
- 

## **November 2016:**

- Position is posted on or about November 1, 2016, with an end date of December 18, 2016.
  - Presidential Search website is launched.
- 

## **November –December 2016:**

- Receipt of applications. HR to serve as search committee liaison to answer any questions applicants have, and to provide further information as requested and as appropriate
-

## **January 2017:**

- HR compiles applications and accompanying documents for presentation to the search committee.
  - Search committee holds initial meeting with HR to receive applicant materials and to discuss search process and confidentiality measures. Committee signs confidentiality agreements.
  - Committee members review applications on their own.
  - Search committee reconvenes to discuss applications and to select applicants for phone/Skype interviews.
  - Initial/Skype interviews are scheduled by HR and begin.
- 

## **February 2017:**

- Skype/phone interviews conclude.
  - Search committee meets to determine candidates to bring to campus. HR makes arrangements for interviews with search committee and also sets up campus forums for faculty, staff, students and community members.
  - Begin on-campus interviews.
- 

## **March 2017:**

- Finish on-campus interviews and constituent forums; HR collects forum interview and evaluation forms and compiles them for search committee's review and consideration.
  - Search committee meets to discuss candidates and make a **recommendation** for President.
  - HR completes reference and background checks and reports findings to search committee.
  - Chair of **Board** or HR makes offer to selected candidate.
  - Upon acceptance of selected candidate **by the Board**, submit information to Chancellor for **approval by the Commission**.
  - HR sends draft contract to HEPC/Chancellor for approval and finalizes contract with candidate.
- 

## **July 1, 2017:**

- New President begins his/her duties.

*Please note that the timeline is subject to change*

**West Virginia Higher Education Policy Commission  
Meeting of October 31, 2016**

**ITEM:** Approval of Presidential Search Procedure for  
Glenville State College

**INSTITUTIONS:** Glenville State College

**RECOMMENDED RESOLUTION:** *Resolved*, That the West Virginia Higher  
Education Policy Commission approves the  
Presidential Search Procedure adopted by the  
Glenville State College Board of Governors.

**STAFF MEMBER:** Paul Hill and Bruce Walker

**BACKGROUND:**

Pursuant to Series 5, Legislative Rule, Guidelines for Governing Boards in Employing and Evaluating Presidents, an institutional governing board must adopt a search procedure when it undertakes a search for a new President. The Commission must approve the procedure before the search begins.

Attached is the presidential search procedure as adopted by the Glenville State College Board of Governors on October 19, 2016 and for which it seeks Commission approval.

## Presidential Search Process/Timelines

| <u>Process</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <u>2016-17 Proposed Timelines</u> |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|
| <p><b>1. Board of Governors and HEPC approves process and materials.</b></p> <p>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 and/ or search committee will promptly transmit to the Chancellor a copy of the procedure adopted to govern the search, agendas, and minutes of meetings involving the search.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | October 19, 2016                  |
| <p><b>2. Search Committee appointed.</b></p> <p>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. Members of the Board and 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. All search committee members will also sign a Code of Ethics agreement.</p> | October 19, 2016                  |
| <p><b>3. Advertising and profile developed.</b></p> <p>A statement of characteristics and qualities which the President should possess will be developed by the search committee based on feedback received from constituent groups and used by the Board in soliciting and evaluating candidates. 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.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | October 19, 2016                  |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                        |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
| <b>4. HEPC's Potential Approval of Search Procedures</b><br>The Commission will hold a meeting to review and potentially approve the presidential search procedures. Once approved, the search will proceed.                                                                                                                                                                                                                                                                                                                                            | October 31, 2016       |
| <b>5. Campus announcement of committee and process.</b><br><i>(Pending HEPC approval of search procedures)</i>                                                                                                                                                                                                                                                                                                                                                                                                                                          | November 1, 2016       |
| <b>6. Advertising appears for four weeks.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | November 4, 2016       |
| <b>7. Deadline for applications.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | January 9, 2017        |
| <b>8. All screening completed by committee.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | January 17, 2017       |
| <b>9. Semi-finalists interviews and selection of three finalists.</b><br>Interviews with semi-finalists will be conducted off campus. Interviews with the finalists will be conducted on campus and 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 provide their comments. Background checks will be conducted on each candidate prior to any campus visits made at the invitation of the search committee. | January 25, 2017       |
| <b>10. Reference checking complete.</b><br>Federal background checks will include: Global Priority Report, Employment Credit Report, County Criminal Record Check, Misdemeanor Criminal Record Check, County Civil Records-Lower Level, County Civil Records-Upper Level, Federal Civil Records Search, Employment References, Education Credentials Report, State Driver's License Records, and Drug Testing (final Candidate only) and be conducted on each candidate prior to any campus visits made at the invitation of the search committee.      | February 3, 2017       |
| <b>11. On-campus interview.</b><br><i>(Candidates will spend approximately a day and a half on campus)</i>                                                                                                                                                                                                                                                                                                                                                                                                                                              | February 13 & 14, 2017 |
| <b>12. On-campus interview.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | February 16 & 17, 2017 |
| <b>13. On-campus interview.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | February 20 & 21, 2017 |
| <b>14. Analysis of on-campus feedback.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | February 24, 2017      |
| <b>15. Search Committee Recommendations to the Board.</b><br>HEPC given opportunity to interview, see item #1.                                                                                                                                                                                                                                                                                                                                                                                                                                          | March 1, 2017          |
| <b>16. Board decision.</b><br>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.                                                                                                                                                                                                                                                             | March 15, 2017         |
| <b>17. Confirmation by HEPC.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | April 7, 2017          |
| <b>18. Announcement.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | April 7, 2017          |
| <b>19. Start date.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | July 1, 2017           |
| <b>20. AASCU new president's institute.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | TBA                    |
| <b>21. Inauguration.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | November 1, 2017       |



**Glenville State College**  
**Presidential Search Committee Constituencies**

- 1 - BOG Chair and Foundation Member
- 1 - Past BOG Chair and Foundation Member
- 1- Vice BOG Chair and Foundation Member
- 1 - Past BOG Chair and Foundation Member
- 2 - Classified Staff
- 1 - Non-Classified Staff
- 1 - Non-Classified Staff and Athletics
- 1 - Non-Classified and BOG's Enrollment Mgmt. Committee Ex-Officio
- 2 - Faculty
- 2 - Students
- 1 - Citizen, GSC Alumni, and Recent Retiree as Dir. of Financial Aid
- 1 - Citizen, GSC Alumni, and Professor Emeritus
- 1 - Citizen Member and Foundation President
- 1 - Foundation Member and President of GSC Alumni