

MAINE COMMUNITY COLLEGE SYSTEM

PERSONNEL AND EMPLOYEE RELATIONS

Section 413

SUBJECT: COLLEGE PRESIDENTIAL SEARCHES

PURPOSE: To establish the process for conducting searches for college presidents

A. Introduction

The purpose of this policy is to establish a reliable and efficient process for vetting candidates for college presidencies. This policy commits to securing meaningful college input in selecting well qualified finalists, and aligning that commitment with the role of the Board of Trustees who, in acting both directly and through the System President, must approve a final nominee. The goal of this policy is to maximize the opportunity for successful searches by effectively aligning these roles.

B. Step One: System Initial Screening

The System President shall set a timeline for the search process; shall advertise for the position in at least one national publication; and may employ other efforts to recruit qualified candidates. The System President shall determine the minimum and desired qualifications for the position and consider input from the college regarding the specific or priority skills necessary for the college's next president.

The System President and/or the President's designee shall review all applications received and seek any additional reliable information to identify the qualified candidates in the applicant pool. The System President shall determine those candidates (typically and approximately not more than 15, depending upon the strength of the pool) who appear to be the most qualified. The System President shall then refer those candidates as quarter-finalists to the College Search Committee described below.

C. Step Two: College Search Committee

There shall be a College Search Committee that reviews the quarter-finalists. The Committee shall be comprised of the following:

1. One member from the M CCS Board of Trustees, as selected by the M CCS Board Chair, who shall chair the Committee;
2. Two members from the college's faculty, as selected by the college's MEA Faculty Unit;
3. One member from the college's MEA Administrators Unit, as selected by such Unit;

4. One member from the college's MSEA Supervisors and Support Units, as selected by such Units;
5. One member from the college's Confidential employees, as selected by such employees;
6. One full-time student enrolled at the college, as selected by the college's senior management;
7. One member each from the college's advisory committee and foundation board as selected by such committee or board chair, unless the college's advisory committee and foundation board function as one in the same, in which case only one member shall be appointed; and
8. One president from an MCCA college, as selected by the MCCA Board Chair.

When the Committee first convenes, the System President shall explain the process set forth in this policy, and provide all of the information regarding the quarter-finalists that was obtained in the initial screening. The Committee shall promptly review each quarter-finalist's application and related screening information, and select as semi-finalists the most qualified candidates (typically and approximately not more than five, depending upon the strength of the pool) to meet with the full college community.

After such community meetings, the Committee shall recommend, without order of priority, preferably three, but not less than two, well-qualified finalists for the System President to consider further. If the Committee cannot recommend at least two well-qualified candidates, the Committee shall inform the System President who shall determine how to proceed.

D. Step Three: System Decision

The System President shall consider each of the Committee's recommended finalists; contact each member of the Committee to obtain the members' comments; interview the finalists; and check the finalists' references. The System President may then choose from the finalists one well-qualified nominee or reopen the search. If the System President chooses a well-qualified nominee, the System President shall recommend that nominee to the MCCA Board of Trustees for appointment.

E. Allocation of Costs

Costs associated with the College Review Committee and candidate screening, including transportation and other costs associated with candidate visits to the college, shall be paid by the college. Costs associated with the national advertising and transportation of the three finalists to meet with the System President shall be paid by the System. The System shall also pay any costs incurred by the System to retain a third party to assist in the search and recruitment process. Any other extraordinary or unanticipated costs shall be paid as determined by the System President.

F. Assessment

The System President and/or Board Chair shall, upon completion of a search, confer with the Committee chair to consider any improvements to the process set forth in this policy.

REFERENCES: 20-A M.R.S.A. §12706(1) and (11)

DATE ADOPTED: June 24, 2009

DATE(S) AMENDED: June 24, 2015, September 23, 2015