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WR GR ZLFFWDODPPSSDXXQVRLOOQQWHUYLHZ ZLOO RFFXU LQ WKH IDOOKMHHF
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Recommended practices for full-time faculty at the Instructor rank to apply for reappointment (for the Faculty Handbook)
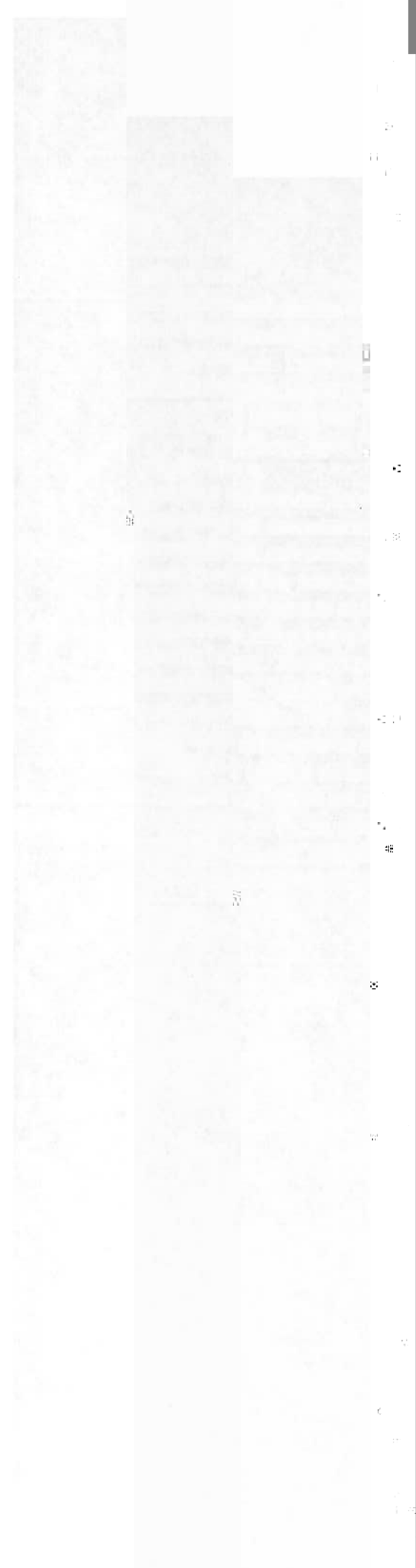
A successful non-tenure track

ATTACHMENT C

ATTACHMENT D

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recognizing and commending

PRESIDENTIAL SEARCH PROCESS GUIDELINES[1]
University of North Alabama

Introduction

Selection and appointment of a person to serve as President of the University of North Alabama lies within the duties and responsibilities of the UNA Board of Trustees as noted in the following:

- x Code of Alabama § 16-51-6: *"The board of trustees has the power to organize the university by appointing a president….*

- x Article V, Section 1 of Board of Trustees Bylaws: *"The Board shall elect the President of the University who shall hold office at the pleasure of the Board or as otherwise provided in any duly executed contract between the President and the Board. If a vacancy occurs in the presidency, the Board may appoint an acting or interim president who shall serve until the position is permanently filled."*

As the appointment of the University's president is a critical responsibility of the Board, it is prudent to have a general set of procedures in place to guide the Trustees in the selection process. These procedures are not intended to limit or restrict the flexibility of the Board in light of varying circumstances at any given point in time, but are to serve as overall guidelines to provide direction when a vacancy occurs in the presidency of the institution.

Guidelines

1. The President of the University will be selected following an open, comprehensive, and objective national search. UNA faculty and staff are eligible to apply, and their candidacies will be evaluated according to the same professional standards as all other applicants.

2. The Board of Trustees may engage the services of a professional search consultant or consulting firm to assist the University in the selection process, and more than one person or firm may be contacted for proposals on services to be rendered. The consultant or consulting firm chosen should describe a clear, focused manner on how the proposed work would proceed in the upcoming search.

3. The Board will ask campus constituency groups to submit names of nominees for consideration of appointment to the search advisory committee:

   - x Shared Governance Executive Committee – 4 faculty nominees
   - x Faculty Senate – 4 faculty nominees
   - x Staff Senate – 4 staff nominees
   - x UNA Executive Council – 2 administrator nominees
   - x Student Government Association – 2 student nominees
   - x

4. The Board will review the list of nominees and appoint a Presidential Search Advisory Committee composed of <u>16 persons</u> (excluding any persons who wish to be considered for the position). Committee members shall be selected as follows:

Category	*# Persons*	*Based Upon*
UNA Trustees	3	Board determination
UNA Faculty	4	8 nominees of Shared Governance Executive Committee and Faculty Senate (2 selected from each list)
UNA Staff	2	4 nominees of Staff Senate
UNA Executive Council	1	2 nominees of Executive Council
UNA Students	1	2 nominees of Student Government Association
UNA Deans	1	2 nominees of Council of Academic Deans
UNA Alumni	1	2 nominees of UNA National Alumni Association
UNA Foundation	1	2 nominees of Foundation Board of Directors
Community at large	2	Board determination
Total	**16**	

Committee members chosen should be diverse by race, gender, and where applicable, academic discipline. One of the three Trustees named to the Committee shall serve as its Chair. The Board shall also name a Secretary to assist the Committee and the consultant(s).

5. In its appointment of the Search Advisory Committee, the Board of Trustees shall give the following charge:

   (a) Appointees to the UNA Presidential Search Advisory Committee will serve without predetermined bias for or against any prospective candidates nominated, referred, or discovered in the search process.

   (b) Committee members will agree to review all candidates without regard to race, religion, creed, or national origin.

   (c) Committee members will acknowledge that confidentiality and protection of candidate identity are paramount to the successful outcome of the search and must be maintained with professionalism and diligence at all times.

   (d) Appointees will serve with the understanding that the Committee will meet frequently over a period of months, and attendance at scheduled meetings is a top priority.

   (e) The Committee will present to the Trustees a list of three to five unranked final candidates.

6. The Search Advisory Committee (with assistance from and in discussions with search consultants) shall prepare an announcement advertising the vacancy. This announcement shall include a job description and statement of responsibilities. The announcement will be