

**UW Presidential Search Planning Process and Timeline
June 2015 (Draft)**

In April of 2015, the Board of Trustees authorized the formation of a Presidential Search Planning Committee to gather information from stakeholders and recommend a process for identifying the next President of the University of Wyoming. Based upon these public comments, the committee has developed the approach and timeline detailed below.

The committee recognizes that it is neither practical nor possible to list every detail of a complex search process. As the Presidential search moves forward, it may be necessary to make adjustments to the process. Since the goal of all concerned is to recruit the best possible person to serve as the next President of the University of Wyoming, and recognizing that adjustments to the search process may become necessary, the search committees are authorized to adjust the search process as may be necessary and appropriate. These adjustments will be announced to the public. It is expected, however, that the dates selected for the on-campus interviews of finalists will not be delayed.

The timeline for the search is as follows:

Mid-June to early July, 2015

The Presidential Search Planning Committee will research, recruit, and identify a search firm to assist with the effort. In addition, it will prepare the search documents, seek public comments on the initial drafts, and develop the final drafts. The committee will present the recommendation of a search firm and the draft documents to the Board during its July meeting.

For the July meeting as well, Trustee President Dave Palmerlee will recommend to the Board the members of two search committees, as well as a chair for each committee. He will also nominate a Search Recruiter (see below).

The first search committee will review the applications and identify a list of 10-15 candidates who warrant further consideration. The first committee will be comprised of:

- Five UW Trustees
- Two UW faculty members
- Two UW staff members
- Two UW students
- One UW Foundation board member
- Two external members

**UW Presidential Search Planning Process and Timeline
June 2015 (Draft)**

Mid-June to early July, 2015, cont.

The second committee, which will interview the candidates put forward by the first committee and identify up to five finalists who will come to campus for public interviews, will be comprised of:

- Five UW Trustees
- Two UW faculty members
- Two UW staff members
- Two UW students
- One UW Foundation board member
- Two external members

There will be no overlap among members of the first and second committees. Instead, a Search Recruiter, selected by the Board of Trustees, will work with the President of the Board, the chairs of both committees, and the members of both committees to provide cohesion during the process.

A majority vote of a committee, including a majority vote by the Trustee members of that committee, is required to advance a candidate for further consideration and take any other committee action.

All application materials, including the names of candidates, will remain confidential. Security of the materials will be the responsibility of the Office of the General Counsel and UW Information Technology. Materials related to the finalists will be made public in the final stage of the search.

The Search Recruiter will be an individual with comprehensive knowledge of and experience with UW who will assist the two committees and the search firm in contacting individuals to either apply for the position or assist with recruiting. This Recruiter will also oversee, in conjunction with the committee chairs, the work of the search firm and serve as an advisor to the chairs.

July 14-17, 2015 (Board Retreat in Cheyenne)

- The Board will review and confirm the members of both search committees, as well as the Search Recruiter.
- The Board will also review and make final decisions regarding the search firm and the search documents.

July 20-27, 2015

- The Board will obtain pledges of confidentiality from all search committee members other than the Trustees. The Presidential Search Planning Committee will work with the UW General Counsel's Office to draft this document.
- The Board will sign a contract with the approved search firm.

**UW Presidential Search Planning Process and Timeline
June 2015 (Draft)**

August 2015

- The search firm will begin advertising the position.
- The Board will review an initial draft of the contract for a new President.

August 2015 to early January 2016

The search committees will meet at the appropriate times to organize their work and develop timelines and tasks. These will include:

- The search firm and Search Recruiter advertising the position and contacting individuals on campus and across the state and nation to build as large a candidate pool as possible from traditional and nontraditional sources.
- Establishing a preferred application submission date of December 1.
- The UW General Counsel's Office discussing the terms of a Presidential contract with the Board in executive session.
- The first committee refining the list of applicants to 10-15 candidates by mid-December.
- The second committee reviewing these applications, conducting phone interviews, and developing a list of 3-5 finalists by mid-January.
- Conducting initial background checks of the finalists.
- Inviting candidates to campus. (Note: In early January, the second committee will inform candidates who are on the "long list" provided by the first committee of the interview dates for finalists. Candidates will be informed well in advance of a "save the date" requirement so the on-campus visits of the finalists can be assured.)

Late January to mid-February 2016

- Finalists identified.
- Public forums and interviews held on campus and elsewhere.
- Board interviews finalists.
- Supplemental and final reference checks completed before on-site visits.
- Comments regarding the finalists solicited from the public.
- Several Trustees visit finalists at their home institutions.
- Transition committee formed to prepare for the new President.

Mid-February 2016

- Full Board of Trustees meets on February 17 (or as soon as practical thereafter) to select the top candidate and begin negotiations.



**UW Presidential Search Planning Process and Timeline
June 2015 (Draft)**

Late February 2016

- Terms of employment negotiated.
- Contract approved by the Board (9 votes required).
- Announcement of the new president.

The search for a UW President will remain as public as possible. Press releases regarding the status of the search will be issued periodically, with greater frequency after the December 1, 2015, application deadline. The Presidential Search Planning Committee welcomes input at UW.Presidential.Search@uwyo.edu at any time.