Category: Community Colleges	**Procedure Title:** Guidelines for Presidential Searches for Community Colleges Document Number: 2501 Effective Date: April 01, 2005
Responsible Office: Community Colleges	This procedure item applies to: Community Colleges

Table of Contents

Summary
Process
Forms
Related Procedures
Other Related Information
Authority
History
Appendices

Summary

This procedure supports the State University of New York (University) Board of Trustees' policy on the selection and approval of community college presidents and summarizes recommended steps in the search, selection and approval of community college presidents. The complete Guidelines for Presidential Searches for Community Colleges, including a Procedures Manual, are available in the Appendix section of this document.

Process

A. As soon as is practical after a presidential vacancy occurs, the college board of trustees should appoint a committee to advise the full board on the appointment of a new president. The committee should, in accord with generally accepted presidential search procedures, have representatives from principal constituencies including, but not limited to, teaching faculty, administration, support staff, students, alumni, the college sponsor, and, of course, the board itself. Confidentiality is most important, and anyone agreeing to serve on a search committee must respect this principle.

B. The chancellor shall immediately designate a State University (University) system administration staff member to act in an advisory capacity with the community college trustees and presidential search committee. That representative shall have full access to files of the committee, shall be entitled to attend all search committee meetings, and shall be responsible for reporting to the chancellor and the University Trustees regarding the progress of the search and the work of the committee.

C. The college board of trustees should take advantage of the presidential vacancy to determine its immediate leadership needs and those of the foreseeable future.

D. At the first presidential search committee meeting, the chairperson of that committee, along with the system administration representative, should acquaint the committee members with search procedures in general and those established by the board of trustees of the college, and provisions of the State University Trustees Guidelines for the Selection and Approval of Community College Presidents.

E. Following review of candidates, the presidential search committee should plan to interview a small number of candidates, and from that group refer the finalists to the board of trustees of the college.

F. The college board of trustees should meet with the finalists, select one from that group, and request the University Board of Trustees to approve the appointment after receiving the recommendation of the chancellor.

G. A recommendation by the chancellor to the University Board of Trustees for approval or disapproval will take into consideration the conditions of appointment of such presidential candidate as evidenced by a resolution of the college trustees or proposed contract of employment. The conditions of appointment to be considered would include, but not be limited to, salary and other major executive benefits, length of employment contract and procedures for notice of renewal, and terms of severance in the event of termination or non-renewal.

H. The chancellor, or designee, shall provide such further advice and assistance in connection with the selection and approval of presidents of community colleges not inconsistent with these guidelines as the community college trustees shall request.

I. Notwithstanding the procedures followed or the qualifications of the presidential candidate, the community college board of trustees and/or the University Board of Trustees reserve the right to reject any candidate.

Forms

See Appendix A: Guidelines for Presidential Searches for Community Colleges, including a Procedures Manual

Related Procedures

There are no related procedures relevant to this procedure.

Other Related Information

There is no other information relevant to this procedure.

Authority

The following link to FindLaw's New York State Laws is provided for users' convenience; it is not the official site for the State of New York laws.

NYS Education Law, §6306(2) (Administration of community colleges – boards of trustees)

In case of questions, readers are advised to refer to the New York State Legislature site for the menu of New York State Consolidated .

Community College Rules - Administration of The College (8 NYCRR Part 604)

State University of New York Board of Trustees Resolutions 91 – 227 and 91 – 228 dated December 12, 1991.

History

On December 12, 1991, the State University of New York Board of Trustees adopted resolutions 91 – 227 and 91 – 228 amending the Code or Standards and procedures for the Operation of Community Colleges to provide that the approval by the University Board of Trustees of an action by a local Board of Trustees of a community college to appoint a president, shall be in accordance with the University Trustees guidelines for the selection and approval of such appointments and such guidelines shall include procedure for the Trustees to receive the recommendation of the chancellor.

On January 26, 1983, the State University of New York Board of Trustees adopted resolution 83 – 14 detailing guidelines for the selection and approval of community college presidents.

On September 30, 1972, the State University of New York Board of Trustees adopted resolution 72 – 217 outlining guidelines for the selection of a President when a vacancy occurs at a State-operated campus.

Appendices

Appendix A - Guidelines for Presidential Searches for CC, including a Procedures Manual