



Connecticut State University System

Developing a State of Minds



October 22, 2003

Mr. Vijay Nair, President  
University Senate  
Western Connecticut State University  
181 White Street  
Danbury, CT 06810

Dear Mr. Nair:

With the announcement by President Roach that he has decided to retire in July 2004, the Board of Trustees for the Connecticut State University System will begin a search for President Roach's successor at Western Connecticut State University. As Chairman Larry McHugh indicated at the Board of Trustees meeting on October 2<sup>nd</sup> at Western, the search will commence as soon as the presidential search at Southern is concluded. The anticipated date is late January.

Meanwhile, there are a number of activities that can begin over the next few months so that no time is lost. Chairman McHugh has asked me to begin seeking input from the faculties and students of Western. If the process is to move forward in a timely manner, it seems appropriate to ask faculty for suggestions concerning the selection criteria which they believe should be employed. What qualities should the new President possess? What standards should the new President meet? What goals should the new President seek? This input will be helpful in guiding the rest of the selection process.

I would like to meet with members of the University Senate and other interested faculty and administrators, to receive suggestions. It would be helpful to me to have such a meeting very soon. I plan to be on your campus on Wednesday, November 12<sup>th</sup> for other meetings and would be pleased to meet with representatives of your group that afternoon at 4:00 p.m. for approximately one hour.

The formal search process is expected to be approved as part of the Board of Trustees bylaws on November 6<sup>th</sup>, and a draft is attached for your information. This process closely reflects how the current search at Southern is being conducted. As you will see, it includes an Advisory Committee composed of faculty and students and some other members to provide advice and counsel to the Trustees' Search Committee during the actual selection and interview process. As noted above, I believe your input now will serve to aid this process as it takes shape.

May I call you to confirm a meeting?

Sincerely,

William J. Cibes, Jr., Chancellor

cc: Dr. Katy Wiss, President, WCSU-AAUP  
Mr. Luigi Marcone, President, WCSU-SUOAF-AFSCME

# DRAFT

## (NEW ARTICLE IV) PRESIDENTIAL/CHANCELLOR SEARCH COMMITTEE UNIVERSITY ADVISORY COMMITTEE

### *SECTION 1 – APPOINTING AUTHORITY*

Connecticut General Statutes 10a-89(a) authorize the Board of Trustees to appoint the chief executive officer (President) of the universities under its jurisdiction and the executive secretary (Chancellor) of the CSU System.

Upon a recommendation by the CSU Chancellor (for presidential appointments) and the Trustees' Search Committee, the Board of Trustees shall decide by a majority vote whether to offer the position to the candidate recommended.

### *SECTION 2 – PURPOSE OF THE COMMITTEES*

#### A. University/Systemwide Advisory Committee

The University/Systemwide Advisory Committee assists the search process by providing input into the criteria for the selection of a new president or chancellor, reviews the resumes of those candidates under consideration for appointment, participates in the interview process for the finalists, and makes its recommendation to the Trustees' Search Committee for nominees to be considered for appointment.

#### B. Trustees' Search Committee

The Trustees' Search Committee makes its recommendation to the Board of Trustees for the nominee to be named president or chancellor after reviewing the resumes of candidates determined to be under serious consideration for appointment, conducting personal interviews, conducting such other due diligence review as the committee deems appropriate, and taking into consideration the recommendations of the University Advisory Committee.

### *SECTION 3 – MEMBERSHIP OF THE COMMITTEES*

#### A. University Advisory Committee

The Chairman of the Board of Trustees shall determine the constituencies to be represented and the number of each that will serve on the committee. Representation shall include but is not limited to the following groups: teaching and administrative faculty selected in a manner prescribed by the University Senate, students selected in a manner prescribed by the Student Government Association, and alumni to be selected by the Board of Directors of the Alumni Association. The chair of the committee shall be selected by its members.

# DRAFT

## Systemwide Advisory Committee

When the search is for the chancellor of the CSU System, the Chairman of the Board of Trustees shall establish a Systemwide Advisory Committee, determine the size of the committee and the number of representative from each of the constituencies. The committee shall include but is not limited to teaching faculty selected by the president of the CSU American Association of University Professors, administrative faculty selected by the president of the CSU State University Organization of Administrative Faculty, students selected by the Student Advisory Board, and at-large faculty or staff members elected from each university in the CSU System, using established elections procedures. The chair of the committee shall be selected by its members.

### B. Trustees' Search Committee

The Chairman of the Board of Trustees shall determine the size of the committee, appoint members of the Board to the committee, and chair the committee. The committee should be representative of the standing committees of the Board and include at least one student trustee. In the case of a search for a university president, the student trustee(s) shall not be enrolled at that university.

## **SECTION 4 - ADMINISTRATION OF THE SEARCH**

- A. The Trustees' Search Committee shall establish and provide guidelines for the search. The search shall proceed according to the Affirmative Action Policy of the Board of Trustees and the university.
- B. The Chancellor of the CSU System is responsible for the administration of the search for a president, including the keeping of the official records of the Trustees' Search Committee. At the direction of the Trustees' Search Committee, the Chancellor may engage and supervise the services of a search firm. The Chancellor shall have, in conjunction with the search firm, the sole and exclusive responsibility for contacting candidates for consideration.

When the search is for the system chancellor, the Chairman may designate a senior staff member of the CSU System Office to be the person responsible for the administration of the search if deemed appropriate.

- C. All members of the Trustees' Search Committee and the University/Systemwide Advisory Committee shall have access to resumes and such other information as is available for those candidates determined to be under serious consideration for appointment.
- D. Complete confidentiality of all proceedings shall be maintained throughout the search. The names of all candidates under consideration and any other information and/or material related to the search process shall be held in strict confidence by all persons having access to such information. Breach of confidentiality can result in grave injustice to the candidates and serious harm to the reputation of the CSU System and the university.