

December 16, 2003

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

Dear Mr. Nair:

In accordance with Article IV, Section 3 A. of the CSU Board of Trustees Bylaws, Chairman McHugh has determined the constituencies to be represented on the University Advisory Committee for the Presidential Search at Western Connecticut State University. The Committee will consist of nine members including four academic faculty, two administrative faculty, two students, and one alumnus.

The academic and administrative faculty should be selected according to procedures established by the Faculty Senate and the names of those selected should be forwarded to me no later than February 9, 2004. I would encourage the Senate to ensure that the procedures are widely publicized and that members selected to serve on the University Advisory Committee be representative of the ethnic and gender diversity of the WCSU faculty.

In order for the search process to be successful, all members of the University Advisory Committee must be willing to fulfill the time commitment involved and recognize the critical need for confidentiality throughout the course of the search.

The specific timeline for the search has not yet been established, however it is expected that the search firm selected to assist the trustees in this process will want to meet with the faculty, staff and students in January in order to gain a comprehensive understanding of the university and its future needs. This will enable them to develop the criteria to be included in the advertisement and a broader "university profile" document for use in recruitment of candidates.

Thank you for your cooperation in the process. If you have any questions, please call me, Yvette Melendez Thiesfield, Chief Administrative Officer, or Becky Amberg, Secretary to the Board, who will assist the Trustees with the search.

Sincerely,

William J. Cibes, Jr.
Chancellor

c: L. McHugh, Chairman