

STATE BOARD FOR COMMUNITY COLLEGES AND OCCUPATIONAL EDUCATION

SELECTION OF A COLLEGE PRESIDENT

BP 3-14

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ISSUED BY:



Dr. Nancy McCallin, System President

Policy Statement

Unless otherwise directed by the Board, a vacancy in the presidency of a state system community college shall be filled by the reassignment of a current Board employee, a direct appointment, or a search. The System President, after consultation with the Board, shall determine which option to use for filling each vacancy.

Position Announcement

If the System President chooses to conduct a search to fill a presidential vacancy, the System President will develop a position announcement including qualifications for the position. The System President will release the position announcement and receive applications.

Search Process

The System President will select individuals to serve on the search committee. In selecting the committee members, the System President will consider a variety of factors, including but not limited to the individual's knowledge of the college and its

operations, knowledge of educational issues, business acumen, and community connectivity.

The System President will name the chair of the committee. The committee will receive staff direction from the Human Resources Office for the System. The Human Resources staff member will act in a nonvoting ex officio capacity. The Committee will review applications consistent with college/system procedures and return to the System President the names of applicants whom the committee recommends for initial interviews. After the initial interviews, and after thorough reference checks, the System President, in consultation with the search committee, will identify a pool of applicants who should be named as semi-finalists and be invited to participate in a second round of interviews with the committee, as well as open forums with campus constituents.

Interview of Semi-Finalists

The search committee will arrange for the semi finalists to participate in on-campus forums involving all college constituencies, including interviews by the search committee. Following the second round of committee interviews and the campus forums, the committee will submit to the System President a full report of its activities along with a recommendation of the names of not less than three candidates to be considered as potential finalists. Such submission shall include a thorough rationale, including the strengths and weaknesses of each recommended finalist in relation to the criteria specified in the job description. If the committee is unable to recommend at least three qualified candidates as finalists, the chair shall notify the System President who will provide direction to the committee on how to proceed.

Interview of Finalists

The System President will conduct interviews of the candidates he/she selects from the committee recommendation as official finalists. The System President, after consultation with the Board, will appoint a candidate to the vacancy. If the System President is unable to identify a candidate qualified to be appointed to the position, he/she, in consultation with the Board, will reconsider how to fill the vacancy and proceed accordingly.

The System President shall promulgate such procedures as may be needed to implement this policy.