SECTION 1. GENERAL

1.1 Scope – Rule establishing guidelines for governing boards to use in employing and evaluating presidents or other administrative heads of institutions.

1.2 Authority - West Virginia Code § 18B-1B-4, 18B-1B-7, 18B-1B-6, 18B-1-6

1.3 Filing Date – December 20, 2002

1.4 Effective Date – January 19, 2003

1.5 Repeal of Former Rule - Repeals and replaces Series 59 of Title 128 and 131 and Series 5 of Title 133

1.6 BOG approval: December 16, 2004

1.7 Accepted by NRCTC BOG: March 1, 2005

SECTION 2. PRESIDENTIAL APPOINTMENT

2.1 The provisions of this section shall apply to the employment of the president of New River Community & Technical College.

2.2 If a search committee is appointed by the governing board the chair and a vice chair shall be selected from among those citizen members of the governing board who were appointed by the Governor.
2.2.1 A statement of characteristics and qualities which the new president should possess be adopted by the governing board and utilized in soliciting and evaluating the candidates.

2.2.2 If a search committee is appointed it shall include representation of faculty, students, and staff.

2.2.3 A position announcement is prepared detailing the characteristics and qualities sought in a new president and transmitted to appropriate newspapers and other media sources, heads of higher education associations and organizations, and other appropriate individuals.

2.2.4 Interviews with the finalists be conducted on campus and that during the campus visits students, classified employees, faculty, campus administrators, community leaders, alumni, and other individuals shall be invited to meet with the candidates and their comments solicited by the governing board. Interviews with semi-finalists, at the option of the governing board, may also be conducted on campus.

2.2.5 Background checks may be conducted on each candidate prior to interviewing with the search committee. Background checks shall be conducted on finalists prior to any campus visit made at the invitation of the search committee. On-site visits to the candidates’ institutions may be conducted and are recommended for the final candidates.

2.3 The governing board, at its discretion, may appoint additional students, faculty, staff, community leaders, alumni, or other citizens to any search committee it appoints.

2.4 Candidates may be considered through their own application or by nomination.

2.5 Members of the governing board, or any search committee appointed, shall not provide information about the names or backgrounds of any candidates to anyone not a member of the governing board or search committee until the finalists have been selected and agreed to a campus visit. When candidates are invited to a preliminary interview with the search committee, they shall be notified that confidentiality will be waived in the event that they are invited for a campus interview and their names and backgrounds shall be publicly released at the time they accept an invitation for a campus visit.

2.6 At the request of an institution, the WV Council for Community & Technical College Education may provide the governing board with staff assistance to manage the search process, or the governing board may enter into a contract with a consultant or executive search firm to identify potential candidates in addition to those who have applied or been nominated or to assist in the search in whatever manner the governing board may choose.
2.7 The governing board shall confer with the Chancellor and agree to a method and process for Council members to attend interviews of the finalists, or schedule their own, and approve the final selection of a president by the governing board. The governing board, or any search committee appointed by it, shall promptly transmit to the Chancellor a copy of the procedure adopted to govern the search and agendas and minutes of meetings involving the search.

2.8 Terms of compensation discussed with or offered to candidates shall be consistent with any guidelines or rules regarding presidential compensation adopted by the Council and any compensation agreed to must be approved by the Council.

2.9 Interim presidents appointed by a governing board till a permanent president is employed must be approved by the Council. An individual, with approval of the Council, may be pre-designated as an interim president to fill an unforeseen vacancy in the presidency.

SECTION 3. PRESIDENTIAL EVALUATION

3.1 Each governing board shall conduct a written performance evaluation of the president every fourth year of the president’s employment. The president’s performance shall be evaluated in relation to the duties and responsibilities assigned the president by the governing board, the success of the institution in meeting each requirement of its institutional compact, and any other criteria previously established by the governing board.

3.2 The governing board shall appoint a committee of its own members, a visiting team, or any combination thereof, and utilize institutional personnel, institutional boards of advisors as appropriate, staff of the governing board and persons who are knowledgeable in higher education matters who are not otherwise employed by a governing board to assist in its evaluation of the president in a way deemed most appropriate by the governing board.

3.3 The governing board committee, visiting team or other body chosen by the governing board, shall visit the campus to receive the views of the president, governing board members, administrators, faculty, classified employees, students, alumni, and community leaders. A schedule of interviews, meetings, and open forums that will assure a careful assessment of leadership and condition of the campus shall be arranged.

3.4 The governing board shall use the report of its committee, visiting team, or other body chosen by the governing board to assist in its own written evaluation of the president. The governing board’s evaluation shall be reported to the president and the Chair of the Council.
3.5 The Chancellor shall provide the governing boards, upon request, with evaluative tools, guidelines, and procedures recommended for the assessment and evaluation of college and university presidents and provide any assistance requested by a governing board in performing the evaluations set out in this rule.

3.6 In addition to the formal evaluation every four years, each president shall receive a yearly evaluation in a manner and form decided by the governing board.

SECTION 4. PRESIDENTIAL COMPENSATION

4.1 Any change in the total compensation package or terms of employment of a president’s appointment must be approved by the Council for those institutions set out in Section 2.1 of this rule and must be consistent with guidelines of the Council.