

BOARD OF TRUSTEES OF THE UNIVERSITY OF OREGON

**RESOLUTION
ESTABLISHING A PRESIDENTIAL SEARCH COMMITTEE AND RELATED ITEMS**

Whereas, ORS 352.096(1) authorizes the Board of Trustees of the University of Oregon ("Board") to appoint and employ a president of the university;

Whereas, appointing a president is one of the most important responsibilities of the Board;

Whereas, the President of the University of Oregon will help catapult the institution into an exciting new phase of education, research, innovation and service;

Whereas, gathering input from a cross-section of University of Oregon stakeholders is imperative to a successful search process;

Whereas, the process to search for, recruit and ultimately appoint the next President of the University of Oregon must be thoughtful, disciplined, collaborative and thorough;

Whereas, the Bylaws of the University of Oregon authorize the Board to establish such committees as it deems appropriate or necessary from time to time, defining the duties, reporting requirements, and membership of such committees; and

Whereas, a search committee must be of practical size to promote efficacy, candor and progress;

Now, therefore, the Board of Trustees of the University of Oregon hereby establishes a Presidential Search Committee and a Presidential Search Advisory Group, and further adopts the guidelines and procedures established in the Presidential Search Overview attached hereto as Exhibit A and the Code of Conduct attached hereto as Exhibit B. The Board further authorizes the Chair of the Board to appoint members to the Search Committee and the Advisory Group on a date and time as he deems appropriate.

-Vote Recorded on Following Page-

APPROVED AMENDMENT(S) [Incorporated in published document]

#1: Added language that one student representative of the advisory group shall be a graduate teaching fellow

VOTE: Voice Vote Recorded – Ayes carried (no dissention)

VOTE: Recorded below, Ayes carried 12-1

DATE: September 11, 2014

Trustee	Yes	No
Ballmer, Connie	X	
Bragdon, Peter	X	
Chapa, Rudy	X	
Colas, Andrew	X	
Curry, Ann	X	
Ford, Allyn	X	
Gary, Susan	X	
Gonyea III, Joe	X	
Kari, Ross	X	
Lillis, Chuck	X	
Ralph, Ginevra	X	
Wilcox, Mary	X	
Willcox, Kurt		X
[Student Position Vacant]	--	--

Recorded by the University Secretary: AW

Exhibit A

Overview of 2014-15 the Presidential Search and Recruitment

OVERVIEW

Appointing a president is one of the most important responsibilities of the Board of Trustees of the University of Oregon (“Board”). The next UO president will help catapult the UO into an exciting new phase. With a new governance structure, burgeoning research activities, a talented pool of faculty, and a climate ripe for progress, the UO’s future – and that of its students – is bright.

The process to search for, recruit and ultimately appoint a president must be thoughtful, disciplined, collaborative, creative and thorough. Gathering input from a cross-section of UO stakeholders is imperative to a successful search. It is also imperative that a committee appointed to assist with this extraordinary responsibility be of a practical size to promote efficacy, candor and progress.

To assist with this process the Board will establish a Presidential Search Committee. To ensure that Committee has support from and insights of important constituencies on and off campus, the Board will also establish a Presidential Search Advisory Group (“Advisory Group”) to assist the Presidential Search Committee. Although the Board retains the responsibility for the selection and appointment of UO’s President, the Board delegates to the Chair of the Board (“Chair”) the authority to conduct the search for a UO President on the Board’s behalf. The Presidential Search Committee will assist the Chair.

PRESIDENTIAL SEARCH COMMITTEE

The Chair will charge the Presidential Search Committee (the “Committee” or “PSC”) with organizing and executing all aspects of the search for and recruitment of candidates for the position as UO’s next president.

Responsibilities

It is important to note that the Search Committee does not select or appoint the president; the Board does. Although not exhaustive, the following list provides context for the Committee’s activities and duties.

- ✓ Conduct interviews of potential search firms or consultants and select a firm or consultant to assist with identifying, recruiting, and evaluating possible candidates for the position of UO President.
- ✓ Set and announce the schedule for Committee and Advisory Group meetings.
- ✓ Plan and host opportunities for the campus community and public to provide input on the search.
- ✓ Develop a position profile and related documents for the position of UO President.
- ✓ Manage all aspects of publicizing the position opening and search.
- ✓ Pre-screen applicants and narrow the pool to a first round of selected interviewees.
- ✓ Interview selected potential candidates.
- ✓ Engage in necessary site visits for recruiting, information gathering or other activities.
- ✓ Provide the Chair with a report containing final candidate recommendations.

Structure

The Chair will appoint 14 members to the Committee after consultation with the Board. The Chair will appoint a current Board member to serve as Chair of the Committee (“Committee Chair”) who shall run the Committee. The Committee shall contain the following:

- ✓ Four UO trustees
- ✓ Two UO vice presidents
- ✓ Two UO faculty members
- ✓ Two UO academic leadership positions
- ✓ One president of another public university in Oregon
- ✓ Three at large members

Staffing

The Committee will be staffed by the University Secretary, who will work in close coordination with the hired consultant and at the direction of the Committee Chair. Other UO executive staff members may be asked to provide support throughout the process (e.g. general counsel, vice presidents).

PRESIDENTIAL SEARCH ADVISORY GROUP

The Presidential Search Advisory Group (“Advisory Group”) will assist the Committee in its efforts to identify key characteristics of an ideal candidate, ensure key UO stakeholders are represented throughout the process, and vet finalists for the position.

Role of the Group

The Advisory Group shall provide the Committee with relevant perspectives and insights to aid the Committee’s work throughout the process. The Advisory Group may be called upon by the Board Chair, the Committee Chair, and individual Committee members to provide advice and take on specific tasks as appropriate.

Structure

The Advisory Group shall consist of 12 members, selected by the Board Chair after consultation with the Board. The Advisory Group shall operate under the direction of the Committee Chair. The Advisory Group shall consist of:

- ✓ The ASUO President and two additional students, one of whom shall be a Graduate Teaching Fellow
- ✓ Two additional faculty members
- ✓ An officer of administration
- ✓ A classified employee
- ✓ A representative of the Presidents Diversity Advisory Community Council
- ✓ A representative of the UO Alumni Association
- ✓ A representative of the UO Foundation
- ✓ Individuals representing different regions of Oregon

INITIAL PROCESS POINTS

A formal timeline will be established by the Committee after consultation with the search firm. The following items below provide an overview of selected early process points. Given the nature of the work required to prepare for a presidential search, many activities will be front-loaded (e.g. development of a

position profile). Work will also be back-loaded when it comes to vetting, reviewing and interviewing potential candidates.

These items are targeted for completion by November 1:

- ✓ Appointment of the Committee and Advisory Group members
- ✓ Develop and go live with a web page dedicated to information about the search
- ✓ Interviews with search consulting firms; selection & engagement
- ✓ Schedule for public forums announced

RECOMMENDATIONS TO THE BOARD / BOARD ACTION

The Committee will ultimately recommend qualified finalists to the Board Chair. The recommendations should be accompanied by a detailed report of the strengths and weaknesses of each candidate, especially in terms of the desired qualifications for the position. The Board Chair will interview the Committee's finalists and forward finalists to the full Board. The Chair is authorized to narrow the field of candidates after consultation with the Committee, and is also authorized to rank the candidates. The Board will interview the finalists forwarded by the Chair in executive session. Any final decision by the Board will be made in a public meeting, and all of the Board's deliberations and discussions leading to that decision will be in accordance with Oregon's public meeting laws.

CONFIDENTIAL SEARCH

Consistent with past practices and to ensure active participation by the Committee and the Advisory Group, the Presidential Search will be a confidential process. A confidential search provides candidates greater opportunity to candidly explore the UO, and also helps UO recruit from the broadest pool of best candidates.

CODE OF CONDUCT

Each member of the Committee and the Advisory Group, along with other personnel assisting with the presidential search, shall sign a code of conduct indicating their intention to abide by rules and guidelines governing the presidential search. Generally speaking, the code of conduct addresses guidelines on confidentiality, communications, speaking on behalf of the group, and other key management issues. This is a common practice with search committees. Individuals who violate the code of conduct will be removed from the Committee, the Advisory Group or their search support role.

SEARCH CONSULTING FIRM

The Committee shall have the ability – at its discretion – to engage an outside firm which specializes in executive level searches. The Committee may delegate the selection of a firm to the Committee Chair. The firm selected must be one with substantial familiarity with the UO. The Committee Chair and committee staff shall be the primary liaisons between the selected consultant and the UO.

SPOKESPERSON/MEDIA RELATIONS

The only individuals authorized to speak publicly about search and recruitment activities and processes are the Board Chair and Committee Chair. The Board Chair and Committee Chair may authorize additional committee members, advisory group members or staff to speak on specific topics or specific occasions. Committee and Advisory Group members should send any inquires to the University Secretary, who will manage those requests and work with the Board Chair and Committee Chair to respond as appropriate. Any comments made must adhere to the code of conduct.

Exhibit B

**UO Presidential Search 2014-2015
Code of Conduct**

University of Oregon (UO) personnel and members of the search committee assisting in the 2014-2015 search for a new University of Oregon president affirm that in discharging any duties or responsibilities for the search, they will adhere to the following code of conduct:

1. UO personnel and members of the search committee assisting in the search in any capacity will maintain complete and strict confidentiality regarding the names of applicants, nominated candidates, and timelines of the search.
2. No UO personnel or member of the search committee assisting in the search in any capacity will engage in reference checking of any applicant for the position, unless expressly directed in writing by the Chair of the Search Committee. This includes, but is not limited to, contacting references, contacting individuals or colleagues at the applicant's institution, or collecting criminal background or credit history information.
3. UO personnel and members of the search committee assisting in the search may apprise family members, supervisors, and/or executive assistants of the need, if any, to attend meetings, including dates and times, without violating the strict confidentiality required of this search process. UO personnel and members of the search committee assisting in the search, however, should not disclose unnecessary information to these individuals, *e.g.*, that the scheduled meeting will be to interview semi-finalists for the position.
4. The only people authorized to speak to the press, constituent groups, or external audiences regarding the presidential search will be Chair of the Search Committee, the Chair of the UO's Board of Trustees, or the Chairs' designee.

Signature

Date

Print Name