

# **Board Statement on Presidential Searches and Appointments**

## **Board of Trustees of Southern Oregon University**

### **1.0 Preamble**

As set forth in Oregon Law, the Board of Trustees of Southern Oregon University ("Board") shall, in consultation with the Governor or their designee, appoint and employ the President of Southern Oregon University ("University" or "SOU"). In further recognition of this obligation, the Board sets forth below, its policy governing the selection and appointment of a President, as well as the selection of an Acting or Interim President when appropriate.

### **2.0 Authority, Guidelines, and Search Committee**

2.1 Selection and Appointment of the President. The Board retains the sole responsibility for the selection and appointment of the President.

2.2 Search Guidelines. When it becomes necessary to hire a President, the Board will initiate a search. The search will be conducted in a manner consistent with guidelines recommended by the Executive, Audit, and Governance Committee and approved by the Board. The search guidelines will be designed to ensure appropriate public notice of the open position and will address considerations of equity, diversity and inclusion.

2.3 Search Committee. A single search committee will be responsible for assisting the Board by identifying, recruiting, and evaluating possible candidates for President. The Board, may authorize the university to contract for the services of a consulting or executive search firm to assist it in recruiting candidates as well as organizing and executing the search process and related services.

2.3.1 The Board Chair will appoint members of the search committee. The Board Chair will appoint a search committee chair, who will be a current member of the Board of Trustees.

2.3.2 The Board Chair will appoint at least one member of the student body, faculty, nonfaculty staff, and community to serve on the search committee.

2.3.3. The Board Chair will appoint a senior employee of the university to serve as coordinator of the search. The coordinator will serve as a non-voting ex-officio member of the committee.

2.3.4 The Board Chair may, at their discretion, choose to appoint additional employees of the university to support the search committee in an advisory capacity.

2.4 Recommendation. After reviewing and interviewing candidates, the search committee will recommend finalists for the position of University President to the Executive, Audit, and Governance Committee. The search committee will prepare a report of the strengths and weaknesses of the finalists, especially in terms of the desired qualifications for the position. The Executive, Audit, and Governance Committee may meet with the search committee to discuss the report. The search committee will not rank the finalists.

2.5 Interviews. Consistent with the guidelines approved by the Board at Section 2.2 and other considerations, the Executive, Audit, and Governance Committee will interview the finalists in executive session. The Executive, Audit, and Governance Committee, after notification to the search committee, may narrow the field of finalists that will be forwarded to the Board for consideration. Consistent with the guidelines approved by the Board at Section 2.2 and other considerations, the Board will interview the finalist or finalists in executive session.

2.6 Negotiation. Following the interviews, the Board Chair will negotiate terms and conditions of employment with the Board's first preference for President. If the negotiation is unsuccessful, the Board Chair will seek further advice from members of the Board before negotiating with other finalists.

### **3.0 Selection of an Acting President**

3.1 When an incumbent President is temporarily unable to discharge their duties; leaves for a period that, in the judgment of the Board, warrants a temporary replacement; or in any other circumstance determined advisable by the Board, the Board Chair, after consultation with members of the Executive, Audit, and Governance Committee and other constituents as necessary, will recommend a candidate for Acting President.

3.2 The Board Chair will interview the recommended candidate(s) for Acting President. The Executive, Audit, and Governance Committee or the Board, at its discretion, may meet in executive session to discuss the strengths and weaknesses of the recommended candidate.

3.3 At its next meeting, the Board will vote on the Acting President's appointment. The Acting President will serve until the incumbent is able to resume their duties. If the incumbent is unable or unwilling to resume their duties as President, the Acting President will continue to serve in the role. Throughout their term, the Acting President will serve at the pleasure of the Board.

### **4.0 Selection of an Interim President**

4.1 When the position of President becomes vacant or is expected to become vacant prior to the appointment and service of a regular successor, the Board Chair will, after consultation with the Executive, Audit, and Governance Committee; the campus governance organizations representing students, faculty, and nonfaculty staff; and

other constituents as necessary, determine the required skills and desired qualifications of an Interim President and will recommend to the Board a candidate or candidates for Interim President.

4.2 The Board Chair will interview the recommended candidate(s) for Interim President. The Executive, Audit, and Governance Committee or the Board, in its discretion, may meet in executive session to discuss the strengths and weaknesses of the recommended candidate.

4.3 At its next meeting, the Board will vote on the Interim President's appointment. The Interim President will serve until the Board has appointed a regular President or until the Interim President has been relieved of their duties and responsibilities. Throughout their term, the Interim President will serve at the pleasure of the Board.

## **5.0 Selection of an Acting or Interim President as Regular President**

5.1 When the Board must decide whether to search for a President or move an Interim or Acting President to regular status, the Executive, Audit, and Governance Committee will conduct a full interview of the Interim or Acting President under consideration for appointment as President and will forward a recommendation to the Board. The Board will interview the candidate for appointment as President in executive session.

5.2 The Board or its trustee designee may consult with campus governance organizations representing students, faculty, and nonfaculty staff, and other University constituents as necessary regarding the candidate(s).

5.3 Following the candidate interview(s), and with the approval and consent of the Board to the hiring of the Acting or Interim President to position of President, the Board Chair will negotiate terms and conditions of employment with the proposed President. If the negotiation is unsuccessful, the Board Chair will seek further advice from members of the Board before opening a search or reopening a selection process.

Approved on October 20, 2023



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Sabrina Prud'homme  
University Board Secretary



Daniel P. Santos  
Chair, Board of Trustees

Revision	Change	Date
-	Initial Version	April 16, 2021
1	Service of Acting President clarified; document formatting and reorganization; and basic edits and corrections.	June 16, 2023
2	Search committee composition modified; consultation with campus governance added to Interim or Acting President to regular status.	October 20, 2023