



BOARD OF REGENTS OF
THE UNIVERSITY SYSTEM OF GEORGIA

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MEMORANDUM

DATE: November 7, 2018

TO: Members, Georgia Gwinnett College Presidential Search and Screen Committee ("PSSC")

FROM: Dr. Steve Wrigley
Chancellor

RE: Role and Responsibilities

1. General Charge to the PSSC

The Committee is charged to assist the Chancellor and the Board of Regents in the BOR's search and screen process for the position of President. The PSSC will establish a search timeline and develop a draft position announcement for review and approval by the Executive Vice Chancellor (EVC); will seek qualified applicants for the position; will conduct the initial screening of applicants; and will interview a sufficient number of candidates so as to provide the Chancellor and Special Regents' Search Committee a list of **three to five unranked** candidates, any one of whom the Committee would be pleased to have as President. Only the Board of Regents is authorized to determine and announce finalists. The EVC will serve as point of contact for the Committee and can be reached at 404-962-3253 or tricia.chastain@usg.edu.

2. Information-The Special Regents' Committee

The Chairman of the Board of Regents has appointed a Special Regents Search Committee to be involved in the BOR's presidential selection process. **A list of the members of this committee is attached.** The Chair of the PSSC will keep the EVC briefed on the progress of the search and the EVC will brief the Chancellor and Special Regents Search Committee.

3. Specific Procedures

- a. The Chair of the PSSC will determine how the committee secretary will be chosen. The Secretary should keep minutes of each meeting while being mindful of candidate confidentiality.

- b. The PSSC should develop a search timeline for review and approval by the EVC. The executive search consultant will assist the PSSC in developing its search timeline.
- c. The PSSC **should maintain strict confidentiality** as it relates to candidate information. It is essential that committee members not divulge any information that could reveal the identity of a candidate. If candidates believe confidentiality may be breached they will not apply, thus affecting the quality of the pool of applicants. Georgia law allows the Board of Regents to protect the identity of all candidates until it has identified its finalists or finalist for the presidency. Candidates also must be afforded the opportunity to withdraw from the search prior to the Board announcing finalists. Selecting, identifying and announcing finalists is solely the responsibility of the Board and the Chancellor.
- d. The position of President must be advertised in publications most likely to be read by prospective candidates. Such publications should include, but not necessarily be limited to, The Chronicle of Higher Education and Diverse Issues in Higher Education. It should be relatively brief and should include some basic information about the institution, University System, the qualifications sought in the successful candidate, and the deadline dates for nominations and applications. Nominations and applications should be addressed to the chair of the PSSC. The announcement and advertisement should indicate that this is an equal employment opportunity consistent with Board Policy. The advertisement and position announcement must be approved by the EVC. The executive search consultant will assist the committee in this process. The position announcement should be written with the benefit of feedback from the GGC community as to the desired qualities and qualifications sought in the next GGC president. Views on characteristics and qualities needed in the next President should be actively solicited by the PSSC through forums, surveys, and/or other means to better inform the PSSC in conducting its work. The executive search consultant will assist with this process.
- e. Members of the PSSC should take a very active part in the identification of the candidates. The person who will be the best president will most likely already be employed in an attractive position and may, therefore, not be seeking another one. Therefore, in addition to the general solicitation of applications (advertisements/letters), members of the PSSC should make telephone calls to educational leaders who are in the best position to identify outstanding potential candidates. Often the individuals who are so identified will have to be persuaded to allow themselves to be considered.
- f. The PSSC should solicit nominations from members of the faculty, staff, and other friends of the University (alumni, community leaders, etc.).
- g. The PSSC Chair should regularly consult with the EVC throughout the search.

4. The Open Records and Open Meetings Laws

The following procedures shall apply to meetings of the PSSC. Meetings at which the agenda includes general discussion (search and screen procedures, etc.) should be open to the public. Meetings at which

the Committee is evaluating candidates for the presidency will be closed. At those meetings that are closed, the Chair will, at the appropriate time, announce that the Committee will go into "executive session" for the purpose of conducting evaluative discussions. A roll call vote shall be taken. The Chair must sign an affidavit for each Committee Meeting conducted in executive session.

Georgia law requires the Board of Regents, at least five working days before final action is taken, to announce its finalist or finalists and provide documentation on these finalists. The EVC will work with the Special Regents Search Committee Chair and Chancellor to schedule the appropriate announcement.

5. Public Comment

The only individuals who are authorized to comment officially with reference to the presidential search are the PSSC Chair, the EVC, the Chancellor, and the Chair of the Special Regents Search Committee. The PSSC Chair will be the local liaison for the Committee with the media and other public constituents.

6. The Interview and Selection Process

The PSSC should interview a sufficient number of candidates so as to recommend three to five unranked candidates to the Chancellor and Special Regents Search Committee. The Chancellor and the Special Regents Search Committee will interview these candidates and recommend a finalist or finalists to the Board of Regents. The PSSC will work with the executive search consultant to determine the interview and selection process used to select the three to five candidates recommended to the Special Regents Search Committee.

7. Budget

The budget is a campus responsibility. The chair should consult with the institution's Chief Business Officer. The Foundation may be asked to pay for expenses that are not eligible for state fund support.

When the Board of Regents has appointed the President, the EVC will coordinate an announcement of the selection.