Florida State University Board of Trustees

Charge to Presidential Search Advisory Committee

WHEREAS the Florida State University Board of Trustees has by its action taken on October 2, 2020, created the Presidential Search Advisory Committee with representation by members of the Florida State University Board of Trustees, a member of the Florida Board of Governors, faculty, staff, students, a Florida State University Foundation board member, representatives of the Florida State Alumni Association and Seminole Boosters, and community members and other supporters of FSU, and

Consistent with Florida law and Florida Board of Governors regulation 1.002, this Board hereby directs, authorizes, and empowers the Presidential Search Advisory Committee as follows:

1. The Presidential Search Advisory Committee (“Advisory Committee”) shall hear proposals from executive search firms and identify the most qualified firm, whose services will then be retained by the University.

2. Together with the executive search firm and campus stakeholders, the Advisory Committee shall develop and recommend to the Board of Trustees a Statement of Leadership Characteristics, Presidential Profile, or other appropriate materials specifying the desired qualifications and characteristics for the next president of Florida State University.

3. The search for the next president of Florida State University shall be conducted with full transparency and shall be national in scope.

4. Together with the executive search firm, Advisory Committee members shall review all candidates with equal opportunity consistent with federal and state laws and with University policy. Presidential Search Advisory Committee members will serve without predetermined bias for or against any prospective candidates nominated, referred, or discovered in the search process.

5. Each member of the Advisory Committee understands that committee service will require a substantial time commitment. Committee members have agreed to serve with the understanding that the Committee will meet frequently over a period of months. Attendance at scheduled meetings is a top priority.

6. The Advisory Committee understands that the engagement of campus stakeholders and the principles of shared governance are integral to an effective search. Opportunities for campus stakeholder and community engagement with candidates selected for an interview will provided.
7. While the Advisory Committee is expected to perform its tasks expeditiously, the Board of Trustees understands that the worldwide pandemic may at various times alter the anticipated time frame for the Committee’s recommendations.

8. The Advisory Committee is expected to present to the Board of Trustees a minimum of two candidates who are the most qualified for Board selection as the next president of Florida State University.

9. Advisory Committee members shall display an appropriate level of discretion of the search process and information. Such discretion is essential to the successful outcome of the search and must be maintained with professionalism and diligence at all times throughout the search process.

10. In all deliberations, Committee Members will adhere to the laws of the State of Florida, the regulations of the Board of Governors, and the regulations of Florida State University. All meetings will be noticed in advance in accordance with the University Board of Trustees operating procedures, will be open to the public and subject to the Florida Sunshine Law, and will provide an opportunity for members of the public who wish to address the Advisory Committee to do so.

Submitted on Behalf of the Florida State University Board of Trustees by:

_________________________________________  Date: October 2, 2020

Ed Burr, Chair
SUBSEQUENT STEPS FOR SEARCH PROCESS, PER BOG REG:

(c) The search committee, assisted by the executive search firm/consultant (if retained), will be responsible for:

i. oversight of a webpage on the institution’s website that includes a link to the home page for meetings of the search committee (notices, agendas and materials), updated lists of persons who have submitted applications, and information on the means of providing stakeholder input, which shall be maintained for purposes of transparency;

ii. establishing a calendar of public events for the process as they are planned that takes into account the need to align the timing of the selection process with the estimated timeline specified by the board of trustees to the extent feasible, and meeting dates of the board of trustees, and of the Board of Governors for purposes of the confirmation process;

iii. developing recommended position criteria that are consistent with the institution’s mission, strategic plan and aspirational goals, which shall be approved by the board of trustees;

iv. approving a marketing plan, that will be submitted to the board of trustees;

v. identifying individuals who may apply, be nominated, or recruited, taking into consideration their experience, qualifications and leadership capabilities under the position criteria to produce a pool of qualified applicants;

vi. vetting applicants by, at a minimum, ensuring that available public records and online resources are checked in order to narrow the pool of qualified applicants who will be invited to participate in interviews with the search committee and that the references of candidates to be referred to the board of trustees are thoroughly checked;

vii. determining, under the position criteria, the applicants to be interviewed by the search committee and conducting those first applicant interviews; and

viii. recommending an unranked list of applicants who are qualified under the position criteria to further the institution’s mission, goals and priorities for on-campus meetings or forums with faculty, students, and other stakeholders and for consideration and on-campus interviews by the board of trustees. The search committee is required to submit more than two qualified applicants, selected by a majority vote of the search committee, to the board of trustees for consideration, other than in exceptional circumstances making fulfillment of this requirement infeasible. If more than one candidate is not coming forward, the board of trustees must be notified of the reason and may decline to act.

(d) The board of trustees or its designee, with the assistance of the executive search firm/consultant (if retained), shall then be responsible for:
i. ensuring that at least a preliminary criminal, financial, education and professional background check is conducted for the candidates who are recommended by the search committee to interview with the board of trustees; ensuring that additional screening of those candidates is conducted by contacting other persons or entities that can provide additional information relevant to the position criteria on the candidate’s job performance in his or her current and past positions, an assessment of the candidate’s leadership capabilities and management style, ability to work with various stakeholders, and expected effectiveness as an advocate for the institution and the State University System; and ensuring that a background check of the president-elect is finalized prior to recommendation of the president-elect to the Board of Governors for confirmation;

ii. selecting final candidates for on-campus meetings with faculty, students, the board of trustees, and other stakeholders;

iii. selecting a final qualified candidate under the position criteria as president-elect for recommendation to the Board of Governors for confirmation;

iv. drafting an employment contract covering the financial and key performance terms, to be reviewed by the Board of Governors general counsel prior to execution for compliance with state law, that is consistent with the compensation range approved by the board of trustees, and that is contingent upon confirmation of the candidate by the Board of Governors; and

v. submitting a written description of the selection process and criteria, the president-elect’s qualifications, and a copy of the employment contract to the Board of Governors for consideration in the confirmation process. The president-elect is not eligible to commence employment with the institution or execute the employment contract prior to confirmation by the Board of Governors.

(2) The Board of Governors’ member who serves on the search committee shall be responsible for reporting on the progress of the search and selection process at each regularly scheduled meeting of the Board, and shall serve as a member of any search committee subcommittee established for the purpose of analyzing the appropriate range of compensation for the final candidate. As part of the member’s report to the Board, the member will keep the Board informed on matters relating to the range of compensation and other material terms of any proposed employment contract discussed by the search committee or the board of trustees during the search process.

(3) The Chancellor shall brief the president-elect in preparation for the meeting at which the candidate shall be presented to the Board of Governors for confirmation.

(4) The president-elect shall personally appear before the Board of Governors at a scheduled meeting for an interview as part of the confirmation process. The Chair of the board of trustees, or designee, will describe the search process and the material terms of the proposed employment contract, and introduce the president-elect to the Board. The
president-elect should be prepared to respond to questions related to the institution’s mission under its strategic plan, general awareness of institutional and system metrics, and any priorities established by the Board of Governors for the institution.

Authority: Section 7(d), art. IX, Fla. Const.; History: New 06-23-16, Amended 08-31-17.