



# POLICIES

<b>Subject:</b>	<b>Applied Technology College Presidents – Selection</b>
-----------------	--

## 111.1 Purpose

To provide for the search for and selection of applied technology college presidents by the Utah College of Applied Technology Board of Trustees (UCA 53B-2a-107(1)).

## 111.2 Approval

UCAT Board of Trustees approval: January 12, 2017.

## 111.3 References

[UCA 53B-2a-107](#), Applied Technology College Presidents – Appointments – Duties

[UCA 53B-4](#), Open and Public Meetings Act

[UCAT Policy 110](#) – Applied Technology College President Functions

[UCAT Policy 113](#) – Applied Technology College President Compensation

## 111.4 Presidential Vacancy

- 4.1 President Notification of Planned Vacancy:** It is the preference of the Board of Trustees that a college president inform the Commissioner via written communication of his or her intention to vacate the president's position as early as possible, preferably at least six months before the effective date.
- 4.2 Notification to Boards of Presidential Vacancy:** Within 24 hours of notification of a planned or unplanned presidential vacancy, the Commissioner shall inform all members of the UCAT Board of Trustees and the president's applied technology college Board of Directors via email of the vacancy and of provisions for leadership continuity and selection of a replacement as set forth in this policy.
- 4.3 Leadership Continuity**
  - 4.3.1 Unplanned Vacancy or Incapacitation:** In the event of a president's unplanned vacancy or short-term unavailability to serve, the Commissioner shall within 48 hours, after consultation with the Chair of the applied technology college Board of Directors and with the approval of the Chair of the Board of Trustees, designate a vice president or other senior executive of the college to function in the capacity of the president until a new president or acting president is appointed.
  - 4.3.2 Acting President:** For a vacancy that is expected to exceed four weeks, the college Board of Directors shall, within two weeks of notification (111.4.2), nominate an acting president, to be approved by the Board of Trustees within one week after the nomination. The acting president shall commence service immediately upon approval until a new president is appointed as provided in this policy and begins service. The acting president's compensation shall be set during the term of service at the minimum salary in the range established for that



# POLICIES

<b>Subject:</b>	<b>Applied Technology College Presidents – Selection</b>
-----------------	--

college's president position (as provided in Policy 113), or ten percent above the acting president's salary prior to assuming the position, whichever is greater.

## 111.5 Presidential Search and Recommendation of Finalists

### 5.1 Search Committee

- 5.1.1 Committee Appointment:** The Chair of the Board of Trustees, after consultation with the Commissioner and the Chair of the applied technology college Board of Directors, and with the approval of the Board of Trustees, shall within two weeks of a presidential vacancy notification (111.4.2) appoint a presidential search committee and leadership.
- 5.1.2 Committee Composition:** The search committee shall, in accordance with UCA 53B-2a-107(1)(b)(i), consist of three members of the UCAT Board of Trustees, three members of the college Board of Directors (to include the Chair and Vice-Chair), the Commissioner, and up to five additional members representing college stakeholders such as applied technology college faculty, staff, students, community leaders, education partners, advisory boards, etc.
- 5.1.3 Committee Leadership and Staffing:** The leadership of the committee shall be appointed by the Board of Trustees Chair from among the members of the committee, with one of the Trustees serving as the chair, and the Chair of the college Board of Directors as the vice chair. The Commissioner shall appoint one or more members of the Commissioner's staff to serve as staff support to the committee.
- 5.1.4 Committee Duties:** The responsibility of the presidential search committee shall be, as detailed in this policy, to search for qualified candidates for the college president position, and to recommend up to four finalists for consideration by the Board of Trustees. The Committee shall meet within two weeks of its appointment to: (1) finalize the position posting and application requirements using a template similar to 111.7; (2) develop the schedule for the search and selection process set forth in this policy, to be completed in three to four months (or as determined by the search committee) at a regular or special meeting of the Board of Trustees scheduled with the Chair of the Board of Trustees; and (3) determine the criteria for which applications and interviews will be scored by the search committee in 111.5.3 and 111.5.4.
- 5.1.5 Confidentiality:** The search committee shall keep all information about applicants and nominees strictly confidential during and after the search process.

- 5.2 Recruitment of Candidates:** The Commissioner's Office shall advertise the position as directed by the search committee, with consideration to nationwide, regional, and statewide education, professional, and industry channels. Postings shall announce the availability of the position and an invitation to all interested persons to apply for the position or to nominate others. Applications or nominations shall be made to the



# POLICIES

<b>Subject:</b>	<b>Applied Technology College Presidents – Selection</b>
-----------------	--

Commissioner's Office and will be accepted until the deadline established by the committee. Acceptance of applications for the position shall close after 30 days unless it is determined by the search committee that qualified applicants have not been received, upon which the application process may be extended.

## 5.3 Screening of Applications

**5.3.1 Review of Applications:** The Commissioner's Office shall, within one week of the application deadline, provide the search committee members electronically with (1) confidential files containing each application received that met the basic requirements of the process, as determined by the Commissioner and staff; (2) a list of those that did not meet the basic requirements; and (3) the criteria for scoring the applications, as determined in 111.5.1.4(3).

**5.3.2 Scoring of Applications:** Each search committee member shall, within one week of receiving the files, confidentially submit scores to the Commissioner's Office.

**5.3.3 Selection for Search Committee Interviews:** The search committee shall meet electronically or in-person to review the cumulative scores (111.5.3.2) and, after discussion, identify a group of up to eight candidates to be interviewed by the committee.

**5.4 Search Committee Interviews and Recommendation:** The Commissioner shall notify all applicants whether or not they were selected for interviews in 111.5.3.3, and will schedule the interviews with the committee within one to two weeks following the screening. The search committee shall confidentially interview the candidates utilizing a standardized question and answer form designated in 111.5.1.4(3) with metrics for scoring the candidates. After concluding the interviews, the committee shall review the scores, discuss the candidates, and identify up to four finalists, which the committee chair shall recommend to the Chair of the Board of Trustees for consideration by the Board.

## 111.6 Consideration of Finalists and President Appointment

**6.1 Finalist Notification and Interview Scheduling:** After the search committee identifies finalists (111.5.4), the Commissioner shall notify all candidates whether or not they were recommended as finalists. For each finalist, the Commissioner shall: (a) inform the finalist of the salary range currently specified for the college's president in UCAT Policy 113; (b) verbally confirm with the finalist his or her willingness to be considered for compensation in the starting salary range prescribed in 113, or the finalist's rationale for consideration of another starting salary; and (c) schedule interviews of the finalists with the Board (111.6.4).

**6.2 Notification and Transmittal to Boards:** The Commissioner shall confidentially notify the members of the Board of Trustees and the college Board of Directors of the finalist selection and interview schedule, shall transmit to them the confidential application materials for each finalist, and shall with the Chairs of the Board of Trustees and college



# POLICIES

<b>Subject:</b>	<b>Applied Technology College Presidents – Selection</b>
-----------------	--

Board of Directors in consultation with each Board develop standardized questions and metrics for each Board to utilize in the finalist interviews specified in 111.6.4.

**6.3 Reference/Background Checks:** Utilizing the Commissioner’s Office staff and/or a professional provider, the Commissioner within one week of finalist selection shall confidentially, for each finalist: (a) conduct a criminal background check in accordance with statutory and college requirements; (b) contact the finalist’s previous employers and references; and (c) conduct a review of internet and social media. The three checks may be done simultaneously.

**6.4 Finalist Interviews**

**6.4.1 Confidentiality:** The search committee, college Board of Directors, Board of Trustees, and all others participating in the interview and selection process shall keep all information about applicants and nominees strictly confidential during and after the search process.

**6.4.2 Scheduling and Notice of Board Meetings:** The Chair of the Board of Trustees shall, after consultation with the chair of the college Board of Directors and the Commissioner, schedule the interviewing of the finalists and potential selection of a president at a regular or special meeting jointly of the Board of Trustees and the college Board of Directors on location at the applied technology college’s main campus one to four weeks after the search committee’s recommendation of finalists (111.5.4). Each Board shall convene and provide public notice of the meeting in accordance with the Utah Open and Public Meetings Act (UCA 52-4-202) and its own policies and bylaws.

**6.4.3 Joint Meeting of Boards:** The Board of Trustees shall convene in open session jointly with the college Board of Directors. Each Board shall then vote to move to closed session for discussion of the finalists’ character and professional competence, as provided in UCA 52-4-205(1)(a).

**(a) Commissioner Briefing:** The Commissioner shall, while both Boards are combined in closed session, report to both Boards on the salary expectations (111.6.1b), the reference and background checks (111.6.2), and any other input received regarding the character and professional competence of each finalist.

**(b) Board of Trustees Interviews:** The Board of Trustees shall, after the Commissioner briefing, dismiss the college Board of Directors and others present to another room, and shall interview each finalist in closed session, utilizing a standardized question and answer form with metrics developed for the Board in 111.6.2 In accordance with the Utah Open and Public Meetings Act (UCA 52-4-202), the Board shall not take any action during the closed session to vote on finalists, but shall limit discussion to individual board members’ observations and assessments of the finalists’ character and professional competence.



# POLICIES

<b>Subject:</b>	<b>Applied Technology College Presidents – Selection</b>
-----------------	--

**(c) College Board of Directors and Other Stakeholder Interviews:** In accordance with the statutory provision for at least two members of the applied technology college Board of Directors to participate in Board of Trustees' interviews of finalists (UCA 53B-2a-107(1)(b)(iii)), the college Board shall, after the Commissioner briefing, move to a separate room to interview each finalist in closed session, utilizing a standardized question and answer form with metrics developed for the Board in 111.6.2. Other stakeholder representatives (111.5.1.2) may, at the discretion of the college Board Chair, be designated to participate in the college Board interviews. In accordance with the Utah Open and Public Meetings Act (UCA 52-4-202), the Board shall not take any action during the closed session to vote on finalists, but shall limit discussion to individual board members' observations and assessments of the finalists' character and professional competence.

**6.4.4 College Board Consultation:** After the college Board has completed its interviews and discussion, the college Board Chair or designee shall consult with the Board of Trustees in closed session on behalf of the college Board regarding the character and professional competence of each of the finalists.

**6.5 Appointment of President:** In accordance with UCA 53B-2a-107(1)(b)(iv), the Board of Trustees shall, after the consultation with the Chair of the applied technology college Board of Directors (111.6.4.4), and after Board of Trustees' discussion of the finalists' character and professional competence, return from closed session into open meeting in compliance with UCA 52-4. The Board shall then vote: (1) to appoint an applied technology college president; and (2) to authorize the Chair and Vice Chair of the Board of Trustees, in cooperation with the Chair of the college Board of Directors and in consultation with the Commissioner, to negotiate and finalize the president's compensation within the range and parameters provided in UCAT Policy 113, with consideration to the college's budget. In accordance with the statute, only voting members of the Board of Trustees may vote in the selection of the president, after having considered input provided. In the event the Board of Trustees does not appoint a president, it shall specify additional action to be taken to identify and appoint a president.

**111.7 Position Posting and Application Template:** As provided in 111.5.1.4(1), the search committee shall establish position posting and application requirements using a template similar to the following:



# POLICIES

<b>Subject:</b>	Applied Technology College Presidents – Selection
-----------------	---



College Logo Here

## (College Name) PRESIDENT SEARCH

The Utah College of Applied Technology (UCAT) Board of Trustees and the \_\_\_\_\_ Applied Technology College (?ATC) Board of Directors, in consultation with the UCAT Commissioner of Technical Education, are accepting applications for the position of \_\_\_\_\_ Applied Technology College President.

In support of the \_\_\_\_\_ Applied Technology College’s mission, “\_\_\_\_\_,” the institution serves \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_ Counties from a main campus in \_\_\_\_\_ and branch campuses in \_\_\_\_\_ and \_\_\_\_\_. The campus provides upwards of \_\_\_\_\_ hours of instruction each year to more than \_\_\_\_\_ part-time, full-time, adult, and secondary students. \_\_\_\_\_ Applied Technology College offers \_\_\_\_\_ accredited occupational certificate programs and many other skills training courses.

### PRESIDENT PROFILE

The \_\_\_\_\_ Applied Technology College President is the executive officer of the ?ATC Board of Directors and the chief administrative officer of the college. The President is appointed by the UCAT Board of Trustees, after consultation with the local Board of Directors. The president serves at the discretion of the UCAT Board of Trustees, in cooperation with the college Board of Directors and administers the day-to-day operations of the college. In consultation with the local Board of Directors, the president administers the human resource policies and employee compensation plans in accordance with the requirements of the Board of Trustees. In addition, the president needs to be an innovative leader committed to meeting the technical education needs of regional employers and be involved in strengthening business and industry competitiveness.

#### Required Qualifications:

- Extensive experience in career and technical education.
- A \_\_\_\_\_ degree is \_\_\_\_\_ [preferred or required, as determined by local Board – or consideration of related experience].
- Proven record of administrative and leadership experience at a senior management level.



# POLICIES

<b>Subject:</b>	Applied Technology College Presidents – Selection
-----------------	---

- Successful experience in budgeting, strategic and long-range planning, and managing fiscal resources.
- An understanding and commitment to the mission of an established, multi-campus applied technology college.
- Strong communication and interpersonal skills, and a demonstrated ability to interact effectively with faculty, students, staff, Board of Directors, the UCAT Commissioner, and the UCAT Board of Trustees, government and education officials, employers, and the community at large.

### Primary Responsibilities:

- [Bulleted list to include each of the functions specified in UCAT Policy 110 – Applied Technology College President Functions, adapted to the specific college, and including any other priority responsibilities identified by the college Board and Board of Trustees]

For a complete list of college president functions, go to \_\_\_\_\_.

### APPLICATION PROCESS:

To be considered, each applicant must submit the following:

- Cover Letter
- Current Resume
- Written description of how the candidate meets each of the required qualifications and primary responsibilities listed above, using specific examples.
- List the names and phone numbers of six references who can be contacted.

Salary and benefits will be competitive. All applications will be treated confidentially. A background check will be required for finalists.

To ensure full consideration, application materials should be submitted by **5:00 p.m. (MDT)** \_\_\_\_\_ **(date)**.

For further information visit: [www.ucat.edu](http://www.ucat.edu)

### Please submit completed applications by e-mail to:

\_\_\_\_\_ [Name], Executive Assistant to the UCAT Commissioner of Technical Education

Utah College of Applied Technology

Email: \_\_\_\_\_ | Phone: (801) 341-6012