



## **Mary Baldwin University Presidential Search**

### **Board of Trustees Charge to the Search Committee**

The election of a President is one of the most important responsibilities of the Mary Baldwin University Board of Trustees. The Board, with deep respect for Mary Baldwin's tradition of shared governance, has engaged a Presidential Search Committee (the "Committee") from a wide range of important stakeholders across the University community to lead this process. The Committee will consist of 16 members, with 8 Board members, 3 faculty members, 2 administrator(s), 2 staff member(s), 1 recent graduate. The Chair of the Board shall serve ex-officio. Liesel Crosier, AVP of Integrated Communications and Megan McAllister, Sr. Director of Board Operations & Principal Gift Officer to the President will also serve as ex-officio members.

The Committee is charged with following the process described below and recommending to the Board of Trustees an individual who, in the Committee's collective judgement, is best qualified to lead Mary Baldwin University as its next President. In recognition of the importance of attracting the highest quality candidate pool, the Board has determined that the search will be conducted in a confidential manner.

The following is an outline of the search process and authority granted by the Board of Trustees to the Committee:

1. The Committee, led by its co-chairs, Helen Forster and Harvey Westbrook, will work closely with our search partners from Academic Search, Jay Lemons, Sharon Herzberger, and Jennifer Kookan, to conduct a national search.
2. This search will include announcements in appropriate publications and listings on the Mary Baldwin University and Academic Search websites. The Committee, after consultation with the Mary Baldwin community, will develop a leadership agenda, key objectives, and list of desired qualifications for the President that will guide the search and selection process and be shared with candidates and nomination sources.
3. The Committee will adopt a timetable for the search that will permit the Board's appointment of a President-elect by March 2023, or as soon thereafter as is feasible with an anticipated start date of July 1, 2023.
4. All members of the Committee are expected to attend all Committee meetings, whether virtually or in-person, and will submit input in the event that participation is impossible at the group meeting(s).

5. The Committee will assist Academic Search as necessary in conducting an active national search to attract highly qualified candidates. Members of the Committee will also encourage the University community to nominate qualified candidates and assure the development of a strong and diverse pool of candidates.
6. Academic Search will have direct contact with individuals who are able to recommend candidates or who may choose to be candidates themselves. Academic Search will serve as the primary contact for all prospects and candidates.
7. The Committee will observe strict confidentiality in the conduct of the search during the search and after it ends. In order to attract and retain the best qualified candidates, there can be no outside discussion of potential candidates or the internal workings of the search process.
8. The Committee through its co-chairs will make periodic reports and postings to the Presidential Search Website to the Board of Trustees and the Mary Baldwin community about the progress of the search.
9. The co-chairs of the Committee and the Chair of the Board are the only members authorized to speak on behalf of the Committee and to respond to inquiries regarding the Committee's work.
10. The Committee, with the assistance of Academic Search, will meet to identify a group of candidates for initial interviews with the Committee. The size of this initial interview group is at the discretion of the Committee.
11. The Committee, with the assistance of Academic Search, will conduct initial interviews.
12. The co-chairs of the Committee will work with Academic Search to organize how the process proceeds from the initial interviews, to include additional interviews and appropriate due diligence review.
13. Upon completion of the initial round(s) of interviews, the Committee will select one or more candidates to move forward as finalists in the search process.
14. Upon conclusion of its work, the Committee will develop and deliver a confidential report for the Board, including an overview of the search process, a list of strengths and weakness for each of the finalist candidates, as well as a recommendation of a single candidate.
15. The Board of Trustees will meet to consider and determine whether to accept the Committee's recommendation. If the recommendation is accepted, the Board will elect the next President of Mary Baldwin University. Upon the election of the president, the Committee will be discharged.

The Board of Trustees extends its gratitude to each member of the Presidential Search Committee for accepting the invitation to be part of the Committee. The Committee's shared work will have great impact on the University for the next decade and beyond.