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| POLICY NAME: | 203.01: President: Recruitment and Selection |
| EFFECTIVE: | 10-12-2016 |
| SUPERSEDES: | |
| SOURCE: | Act No. 2015-125 |
| CROSS REFERENCE: | |

POLICY:

The Board of Trustees of the Alabama Community College System (“Board”) is committed to ensuring that an equitable and transparent process is used to hire exceptional leaders. The Board directs the Chancellor to develop a procedure that is reflective of this commitment.

At the conclusion of each calendar year wherein a new president is appointed, the Chancellor will evaluate and review the selection procedure with the Board.

PROCEDURE:

In accordance with the intent of the Board, the Chancellor will use the following procedure to recruit and select a candidate for President to fill vacancies at colleges within the Alabama Community College System (ACCS):

1. The Chancellor will determine the appropriate timeline for recruiting and selecting a college president within the ACCS system.
2. The Chancellor will disseminate the candidate qualifications and appropriate notices of a vacancy. The notices at a minimum will include posting the vacancy at each ACCS campus and work site, on the internet, and in appropriate national publications.
3. The Chancellor may utilize professional consultants in the search process.
4. The Board shall designate two of its members to participate with the Chancellor in the interviews of final candidates being considered for presidential vacancies.
5. The Chancellor will form and consult with an Advisory Search Committee comprised of the following:
 - a. **Chancellor**
The Chancellor shall serve as Chair of the Advisory Search Committee.
 - b. **Trustee Appointees:**
 1. In the case of a college with campuses located solely within one Trustee’s designated congressional district: the Trustee member from such congressional district where the college is located shall appoint one member of the Advisory Search Committee; or,
 2. In the case of a college with campuses situated in multiple congressional districts: the Trustee members representing the multiple congressional districts shall cooperate to jointly appoint two members of Advisory Search Committee.

c. **Community/Business Appointees**

The Chancellor shall appoint a minimum of two (2) community/business representatives to the Advisory Search Committee from the congressional district in which the college is located, except in the case of a college with campuses in multiple congressional districts. In that case, two (2) additional community/business representatives shall be appointed by the Chancellor from the congressional districts where the college campuses are located.

d. **College Appointees**

The Chancellor shall appoint a minimum of two (2) representatives from the college for whom the presidential search is being conducted. Such representatives may include full time support staff members, full time college faculty, and/or full time college professional staff members.

e. One (1) 2-year College President selected by the Chancellor.

6. Travel expenses incurred by committee members and any costs associated with committee meetings shall be paid by the College. The College also will pay all expenses related to formal notice of the vacancy, including advertising and distribution costs; all professional consulting fees; and all costs related to visits by the candidates, including costs incurred by candidates for travel, lodging and meals, if not included in a consultant's fee.
7. The Advisory Search Committee will assist the Chancellor in reviewing the applicant pool, interviewing the final candidates, and participating in other campus meetings, as requested by the Chancellor, with the candidates. The Committee will be available to consult with the Chancellor upon his/her recommendation.
8. The Advisory Search Committee serves as an advisory council to the Chancellor; however, it does not have the authority to recommend a candidate to the Board of Trustees.
9. The Chancellor shall recommend a candidate to the Board of Trustees to fill the Presidential vacancy unless, in the best interest of the institution and the System, he/she elects to recommend no candidate to the Board. In such circumstances, the Chancellor will reopen the search.
10. The Board of Trustees will either accept or reject the Chancellor's recommendation for appointment.