

**Charge to the Presidential Search Committee
from the New Mexico Highlands Board of Regents
July 2023**

1) Resolution for the Board of Regents to task the Presidential Search Committee to present candidates to the Board of Regents for the position of president.

The Board of Regents does hereby direct the Presidential Search Committee to conduct a confidential search process to identify five finalists for public, on-campus interviews, at which point the process will become open and candidates will be invited to campus to meet with members of the University community. Three ranked alternate candidates will also be identified by the search committee, and their names will be confidential until such time that if one or more of first five finalists withdraws from consideration, the alternate(s), in ranked order, will move into the public finalist phase. Alternate candidates moved forward will be considered finalists at that point, but not prior to moving forward. The search committee is given this charge without any expectation that the Regents will participate in the search process in any way until finalists are selected.

After the **five final candidates** have completed their on-campus interviews, the Presidential Search Committee is directed to present the top five candidates to the board unranked with a narrative explaining each of the five candidates' strengths and weaknesses without any reference to specific ranking.

Following the committee's report to the Regents, zoom interviews with the entire Board of Regents will be scheduled with each finalist as soon as possible, and subsequently the Board of Regents will meet to formally elect the next President. A back-up candidate may be selected by the Regents, to whom an offer may be made by the Board of Regents Chair if negotiations do not result in an acceptance by the first-choice candidate.

2) Presidential Search Committee Guidelines

The search committee will utilize a fair and transparent process while maintaining confidentiality. **The identity of any candidate should be held in confidence in perpetuity with the exception of the finalists who come to campus for final interviews.** The committee should be in regular contact with the campus community on progress in the search. Being transparent about the process, while maintaining confidentiality about any characteristics of the candidates and their identities, must both be accomplished.

The search committee is asked to undertake a consultative process by soliciting feedback from the campus on finalists following each on-campus visit. They will conduct thorough, comprehensive, and professional vetting of candidates with the assistance of RHPerry Executive Search firm.

3) Presidential Search Committee Operating Principles

- a. Only the Search Chair is authorized to speak on behalf of the Search Committee in communicating to the campus.
- b. Neither Committee members nor Regents can be a candidate for the position.
- c. Any conflicts of interest must be disclosed immediately (i.e. any relationship with any candidate). The Board will decide if this warrants a withdrawal from the selection process.
- d. Committee members are asked to focus on the best fit between profile and candidates rather than their personal favorite or professional interests.
- e. The committee will use the profile as a guide to select finalists who meet and exceed the expectations expressed in the profile.
- f. The committee will maintain absolute confidentiality during the process and after it concludes. Each member will be asked to sign a confidentiality agreement.
- g. Committee members will adhere to the highest standards of ethical and professional conduct.
- h. To maintain confidentiality, it is expected that semifinalists will be interviewed by the search committee at an off-campus location, probably the Albuquerque airport. This usually requires two days including an overnight for all committee members.
- i. Spouses/Partners will be invited to accompany finalists to campus. They will be invited to social events, have a schedule developed based on their interests and needs, including a tour of the community, but will not accompany the candidate in interviews or open forums.

4) Presidential Search Committee Members will:

- Have an active and enthusiastic interest in the well-being of the institutional community
- Be committed to being available, prepared in advance of meetings and participate in the process fully
- Have the capability to articulate ideas and opinions clearly, and with respect of others
- Listen well and be open to ideas of others without prejudice
- Have a demonstrated record of success and ability to make a valued contribution as a strategic thinker
- Have the ability to provide fair and objective judgment and assessment
- Have strong collaboration and team skills
- Put the overall needs of the institutional community first, ahead of constituency needs or desires
- Represent the institution well with prospective candidates and those involved in the process
- Be transparent, demonstrate the highest level of ethical and professional conduct, and show respect for confidentiality
- Be committed to helping recruit and select the best fit for the institution as specified and defined by the job profile
- Have an understanding, agree with, and be committed to the institution's mission and place in the community