

**PRESIDENTIAL SEARCH PROCESS**

**Actions Requested:** (1) Accept the retirement of Benjamin Allen as President of the University of Northern Iowa effective upon appointment of a successor; and (2) Consider approval of the search process as outlined below.

1. Approve duties of the search firm as outlined in Attachment 1.
2. Direct the Board Office in consultation with the Board President and President Pro Tem to develop and distribute a Request for Proposals to solicit bids from executive search firms to lead the recruitment process.
3. Authorize the Executive Director to enter into a contract with an executive firm following review of the proposals submitted in response to the RFP.
4. Authorize the Board President and President Pro Tem to appoint a chair (or Co-Chairs) of the UNI Presidential Search and Screen Committee.
5. Approve duties of the committee as outlined in Attachment 2.
6. Authorize the Executive Director of the Board of Regents to notify the various constituency groups, as proposed on Attachment 3, to submit nominations to the Board Office for approval at the September 12 meeting of the Board of Regents.
7. Establish a university-based website and schedule an open forum at the university to receive comments from the university community and constituents relative to the qualities and characteristics of the next president.
8. Instruct the committee and the Board Office to develop a description of the position of President of the University of Northern Iowa including the qualities, knowledge, skills and abilities required for ratification by the Board.
9. Direct the University of Northern Iowa to establish a fund to pay all expenses of the presidential search.
10. Authorize the President of the Board to supervise the search process and to be the spokesperson for the Board during the search.

**DUTIES OF THE EXECUTIVE SEARCH FIRM**

1. To assist and advise the Board of Regents, State of Iowa, in its selection of the President of the University of Northern Iowa.
2. To assist the University Presidential Search and Screen Advisory Committee (Committee) in conducting the screening and searching for appropriate prospects.
3. To assist the Committee in conducting a broad advertising campaign, including, but not limited to, the major educational media, affirmative action sources and major state and national media.
4. To ensure that affirmative action/equal opportunity requirements are met in spirit and in word of the law.
5. To receive nominations and applications for the President of the University of Northern Iowa.
6. To provide timely, professional acknowledgments of nominations and other correspondence to prospects.
7. To ensure that files of all qualified prospects are complete. Files should include evidence supporting prospects' claims of meeting the criteria of the Board of Regents. In all cases, a certified, official copy of the transcripts of all postsecondary education institutions, from which the candidates claim to have been graduated, are to be a part of the files.
8. To conduct a thorough background search on all final prospects and initial searches on initial prospects.
9. To assist the Committee in the evaluation of the nominations by submitting a list to the Committee of prospects who meet the Board's criteria.
10. To assist the Committee in recommending a final group of three to five prospects, who best meet the Board of Regents' criteria, and to conduct an extensive background search of the recommended prospects, including, but not limited to, the authentication of all academic credentials and experiences of the prospects.
11. To certify the willingness of the finalists to serve.

**DUTIES OF THE UNIVERSITY OF NORTHERN IOWA PRESIDENTIAL  
SEARCH AND SCREEN ADVISORY COMMITTEE**

1. To assist and advise the Board of Regents, State of Iowa, in the selection of the President of the University of Northern Iowa.
2. To recommend criteria for the position for the presidency of the University of Northern Iowa.
3. To work with the executive search firm in conducting the screening and searching for an appropriate candidate.
4. To conduct a broad advertising campaign, including, but not limited to, the major educational media, affirmative action sources, and major state and national media.
5. To evaluate the nominations and applications.
6. To recommend, without ranking, three to five prospects, who best meet the Board of Regents' criteria, to the Board. The recommendations shall include a detailed explanation of the rationale for the recommendations and supporting information.

**PROPOSED – UNI PRESIDENTIAL SEARCH AND SCREEN COMMITTEE**

- (2) Members of the Board of Regents nominated by the President and President Pro Tem
  - (1) Member of the College of Business Administration faculty nominated by the College Senate
  - (1) Member of the College of Education faculty nominated by the College Senate
  - (1) Member of the College of Humanities, Arts and Sciences faculty nominated by the College Senate
  - (1) Member of the College of Social and Behavioral Sciences faculty nominated by the College Senate
  - (1) The President of the UNI Foundation or designee
  - (1) The President of the UNI Alumni Association or designee
  - (1) Professional and Scientific Council President or designee
  - (1) Student Government President or designee
  - (1) Faculty Senate Chair or designee
  - (2) The United Faculty President and (1) member nominated by the United Faculty
  - (1) Chair of the Supervisory and Confidential Council or designee
  - (1) Department Chair (Department Executive Officer) nominated by the Academic Affairs Council
  - (1) AFSCME Iowa Council 61 President or designee
  - (3) Members of the public nominated by the Board of Regents
  - (19) Total membership
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Ex-Officio (non-voting members)

- (1) Executive Director of the Board of Regents
- (1) Chief Academic Officer of the Board of Regents