

Contact: Gary Steinke

PRESIDENTIAL SEARCH PROCESS

Actions Requested: (1) Accept the retirement (to the faculty) of Robert Koob as President of the University of Northern Iowa upon appointment of a successor; (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 to develop and distribute a Request for Proposals to solicit bids from executive search firms to lead the recruitment process.
3. Authorize the Acting 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 to appoint a chair of the UNI Presidential Search and Screen Committee.
5. Approve duties of the committee as outlined in Attachment 2.
6. Authorize the Board President in consultation with the Chair of the UNI Presidential Search and Screen Committee and the Acting Executive Director to nominate individuals to serve on the committee for ratification by the Board in December.
7. After the committee is named, 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, knowledges, skills and abilities required.
8. Direct the University of Northern Iowa to establish a fund to pay all expenses of the presidential search.
9. Authorize the President of the Board to supervise the search process and to be the spokesperson for the Board during the search.

December 2005 Board of Regents Meeting:

1. Ratify nominations to the UNI Presidential Search and Screen Committee.
2. Ratify selection of an executive search firm.
3. Approve a timetable for use by the search firm and the committee.

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 at least four (4) 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, at least four (4) 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.