



## BOARD OF REGENTS

### Policies

#### Regent Policy Document 6-4

#### Search and Screen Procedures for Chancellors, Senior Vice Presidents or Vice Presidents

The procedure for selecting Chancellors, Senior Vice Presidents, or Vice Presidents, with the exception of interim appointments, is as follows:

**Chancellors:**

1. Upon indication of a vacancy in the position of Chancellor, the President of the Board shall promptly designate a Special Regent Committee consisting of not less than three nor more than five Regents to be involved in the selection process for a replacement. The President of the Board shall designate a chairperson of the Special Regent Committee.
2. The Special Regent Committee shall confer with the President of the System and advise the President of any special qualifications for the position that it believes should be considered. The Special Regent Committee will work with the System President to produce a brief job description taking into account the special characteristics of the Institution at which the Chancellor would serve.
3. The System President shall appoint a Search and Screen Committee, the majority of which shall be faculty of the affected institution, comprised of:
  - a. Faculty selected after consultation with appropriate faculty representatives;
  - b. Academic Staff selected after consultation with appropriate academic staff representatives;
  - c. Students selected by the recognized institutional student government, or in the absence of one, at the discretion of the University of Wisconsin System President;
  - d. Administrators representing Institutions and the System Administration;
  - e. Community representatives; and
  - f. A Chairperson appointed from among the faculty members of the Committee. The Search and Screen Committee will be provided with the job description prepared by the System President and the Special Regent Committee. Interviews of candidates will be within the discretion of the Search and Screen Committee.
4. The Search and Screen Committee shall make periodic progress reports to the Regent President, and/or the Special Regent Committee, and the University of Wisconsin System President.
5. The Search and Screen Committee shall subsequently return a list recommending at least five individuals that it believes are qualified, in unranked order, along with an alphabetical list of all persons considered. Delivery of the list shall be at a joint meeting of the Search and Screen Committee, the System President and the Special Regent Committee in order that the System President and the Special Regent Committee may receive an oral presentation on each of the candidates recommended. The Search and Screen Committee shall then be discharged, provided that if no name on the initial list presented by the Search and Screen Committee is accepted, then the Search and Screen Committee shall not be discharged and shall be asked to provide a second list of at least five additional candidates.
6. The System President, in conjunction with the Special Regent Committee, shall review all of the recommended candidates and conduct such interviews as may be deemed appropriate.
7. The System President may recommend a candidate to the Special Regent Committee, which shall make its recommendation to the Board. Final approval of the appointment, including salary, shall be made by the Board.

8. This process shall apply to such other positions as the Board shall from time to time determine, as referenced in Regent Policy Document 6-3.

**Senior Vice Presidents and Vice Presidents:**

1. Upon indication of a vacancy in a Senior Vice President or Vice President position, the President of the System shall appoint an Advisory Committee.
  - a. The Advisory Committee will be provided with a job description prepared by the System President in consultation with the appropriate Standing Committee of the Regents.
  - b. For positions as determined by the President that involve a high degree of campus contact, the Advisory Committee shall include faculty, academic staff, and student representatives.
2. The Advisory Committee shall subsequently return a list recommending to the System President at least five individuals that it believes are qualified, in unranked order, along with an alphabetical list of all persons considered. The Advisory Committee shall then be discharged, provided that if no name on the initial list presented by the Advisory Committee is accepted, then the Advisory Committee shall not be discharged, and shall be asked to provide a second list of at least five additional candidates.
3. The System President, in conjunction with the appropriate Standing Committee of the Regents, shall review all of the recommended candidates and conduct such interviews as may be deemed appropriate. The System President shall fill the vacancy from among the candidates interviewed, and shall advise the appropriate Standing Committee of the Regents and the Board of the person selected.
4. Final approval of the salary for a Senior Vice President or Vice President position shall be made by the Board of Regents.

**Interim Appointments:**

The procedure for selecting Chancellors, Senior Vice Presidents, or Vice Presidents in the case of interim appointments is as follows:

1. Upon indication of a vacancy in a Chancellor, Senior Vice President, or Vice President position, the System President may appoint an interim Chancellor, Senior Vice President, or Vice President to serve until a permanent appointment is made.
2. Appointment of a Special Regent Committee, Search and Screen Committee, or Advisory Committee is not required for interim appointments under this policy.
3. Prior to appointing an interim Chancellor, the System President shall consult with the Board of Regents President and Vice President. Prior to appointing an interim Senior Vice President or Vice President, the System President shall consult with the Board of Regents President and Vice President and with the chair of the Education Committee; Business, Finance, and Audit Committee; or Capital Planning and Budget Committee, as determined by the duties of the position. Such consultation shall include the length and salary of the interim appointment.
4. In determining the length of an interim appointment, the System President shall consider the circumstances of the vacancy and the best interests of the UW System. The length of an interim appointment for a Chancellor, Senior Vice President, or Vice President may not exceed three years.

History: Res. 4034 adopted 4/8/1988; replaces 72-18; amended by Res. 5176 adopted 3/10/1989 (also called 89-3 until incorporated herein) and Res. 6636 adopted 4/8/1994; amended by Res. 6932 adopted 5/5/1995 and Res. 8157 adopted 6/8/2000; amended by Res. 9811 adopted 8/20/2010.

**OFFICE OF THE BOARD OF REGENTS**

Jane S. Radue, Executive Director  
1860 Van Hise Hall  
1220 Linden Dr.  
Madison, WI 53706  
608.262.2324  
board@uwsa.edu