

THE CITY UNIVERSITY OF NEW YORK GUIDELINES FOR PRESIDENTIAL SEARCHES

INTRODUCTION

Section 11.4 of the Bylaws of the Board of Trustees of CUNY set forth the duties and qualifications of Presidents of the colleges. These guidelines address the process and procedures to be followed in searching for a President (including a Dean of CUNY School of Professional Studies, the CUNY School of Law, the CUNY Graduate School of Journalism and the CUNY Graduate School of Public Health and Health Policy, and Macaulay Honors College).

THE PROCESS

When a vacancy occurs, or is certain to occur, the Chairperson of the Board of Trustees shall, after consultation with the Chancellor, establish a Search Committee to seek a new President.

In the case of an anticipated vacancy in the position of President, should circumstances warrant, the Chancellor shall recommend an individual to the Board for appointment as Interim President until such time as a President is appointed. The appointment of an Interim President will typically be for a period of no more than one academic year. If an appointment exceeds, this period, the Chancellor shall notify the Board Committee on Faculty, Staff and Administration of the reasons requiring an extension.

The primary responsibilities of the Search Committee are to recruit and screen highly qualified candidates. The Search Committee will accept nominations from individuals within and outside of the University community.

Diversity and inclusion are core values of The City University of New York and as such we encourage applications from individuals with disabilities, veterans, women and those from traditionally underrepresented groups, including Italian Americans. We prohibit discrimination on the basis of any legally protected category, including sexual orientation and gender identity.

Composition of the Committee:

In order to provide for broad participation of the College and the University community, the Chairperson of the Board, after consultation with the Chancellor, shall establish a Presidential Search Committee and designate the Chairperson of the Search Committee. The Search Committee shall be composed of the following members:

Trustees: up to five Trustees, appointed by the Chairperson of the Board. The Chairperson or the Vice Chairperson of the Board in the absence of the Chairperson, shall be an ex-officio member of the Search Committee and accordingly shall be entitled to vote. Whenever possible, one Trustee appointed to a Search Committee should reside in the same borough as the College.

Faculty: three tenured faculty from the College (but not including the President, Vice Presidents, Provosts or Deans), elected as determined by the appropriate faculty governance body, or if there is no official faculty governance body established by the College's approved governance plan, by the faculty members of the College governance body

Senior level administrators and/or representatives of external constituencies: up to two senior level administrators, one who is affiliated with the college and one who is from a different college, and/or representatives of external constituencies recommended by the Chancellor and appointed by the Chairperson of the Board. The total number of appointed Trustees and senior level administrators and/or external constituent representatives shall not exceed five. External constituent representatives shall have a record of significant commitment to the campus, and may include alumni or donors, but may not be elected officials or staff members of elected officials.

Students: two students from the College, recommended by the President and appointed by the Chairperson of the Board, generally, but not necessarily, the presidents of the student governments, or if there is only one student government, another elected student leader, provided, however, that the President shall consult the appropriate student government bodies on the selection.

Alumni: one alumnus/alumna from the College, generally, but not necessarily, the President of the alumni organization of the College, recommended by the Chancellor and appointed by the Chairperson of the Board.

President: the President of one of the colleges of the University recommended by the Chancellor and appointed by the Chairperson of the Board.

In addition, the Search Committee for the Dean of the Law School, the Graduate School of Journalism, and the Graduate School of Public Health and Health Policy shall include a member of the School's Board of Visitors or Advisory Council and up to two other outstanding figures in the relevant professional community in New York City appointed by the Chairperson of the Board.

Staffing and Outside Consultants:

Staff support, including outside consultants, shall be provided to the Search Committee by the Office of the Chancellor.

PROCEDURES

Analysis of College Needs and Priorities:

The Chancellor shall designate an individual(s) and/or consultant(s) to visit the College, confer with appropriate constituencies, including the elected faculty and other elected governance leaders, as well as department chairpersons, and prepare a report for the Search Committee and the Chancellor, indicating needs and priorities that will help to prepare a position description and an effective advertising and recruitment plan for the position.

Announcing the Vacancy and Processing the Applications:

Announcements of a presidential vacancy shall be placed in the appropriate media, and shall be communicated to educational and related institutions through correspondence and through targeted recruitment.

All applications, with supporting materials as requested in the job description, are to be sent to:

Presidential Search Committee
The City University of New York
205 East 42nd Street, 11th Floor
New York, NY 10017

Screening of Applicants:

The Search Committee shall review the applicant pool and reduce it to a manageable number of candidates to be interviewed by the Search Committee. The Chancellor may place before the Search Committee, for additional review, the curricula vitae of a small number of individuals eliminated by the Committee or additional individuals.

At the conclusion of the preliminary interviews, the Search Committee shall select three or four finalists to visit the College.

The work and communications of the Search Committee shall be conducted confidentially, with the understanding that members of the Search Committee are not to reveal any information concerning the identity of candidates, the contents of its deliberations or any other aspect of its work to persons outside of the Search Committee.

College Consultation:

Subject to the exception set forth below, each finalist shall visit the College campus and meet with a group of representatives of College constituencies, including but not limited to elected faculty and student governance leaders and alumni, selected by the Chancellor. Following such meetings, those representatives shall meet and provide the Chancellor with a report on their views of each candidate.

After consultation with the Search Committee, if the Chancellor determines that campus visits would inhibit the generation of a suitable pool of excellent candidates, the Chancellor may, with the approval of the Chairperson of the Board, modify the college consultation process as follows: each finalist shall meet with a group of representatives of College constituencies, including but not limited to elected faculty and student governance leaders and alumni, selected by the Chancellor. Following such meetings, those representatives shall meet and provide the Chancellor with a report on their views of each candidate.

The work and communications of those groups shall be conducted confidentially, with the understanding that the members of each group are not to reveal any information concerning the identity of candidates, the contents of its deliberations or any other aspect of its work to persons outside of the group.

Chancellor's Recommendations:

The Chancellor, after considering the assessments of the Search Committee, the views of the representatives of the College constituencies, and such other information as may be necessary, shall prepare a recommendation for the Board.

Appointment:

As soon as possible after the Board has acted upon the recommendation of the Chancellor, the Chancellor shall notify the candidate of the Board's decision. A formal letter of appointment, together with the Board resolution, which delineates the terms and conditions of employment, will be sent to the candidate as soon as he/she accepts the position.

Exceptions to these Guidelines:

In special situations, the Board Chairperson and the Chancellor, after full consultation with the Chair of the Board Committee on Faculty, Staff and Administration and leadership of College constituencies, including but not limited to elected faculty and student governance leaders, may decide to suspend these guidelines for a specific presidential search and substitute a shortened process. Such special situations may include, but are not limited to, the existence of a candidate of proven distinction from within the University, a former University executive, a candidate of national prominence from outside the University, or an exceptional candidate from a recent CUNY presidential search.

(Board of Trustees Minutes, 1999, 10-25, 6, F. Amended: Board of Trustees Minutes, 2013, 02-25, 6; Board of Trustees Minutes, 2015, 11-23, 9; Board of Trustees Minutes, 2017, 06-26, 7, A)