

Policy 2.03 Chancellor Searches

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The Education Law of the State of New York invests in the Board of Trustees of the University the authority to appoint and dismiss an appointed executive when warranted.

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.

1 Roles and Responsibilities

When a vacancy occurs, or is certain to occur, the Chairperson of the Board of Trustees shall establish a Search Committee to seek a new chancellor.

An interim chancellor shall not be a candidate for chancellor.

A primary responsibility of the Search Committee shall be to attract and recruit highly qualified candidates, emphasizing to them the advantages of working at the University and the benefits of living in New York City. Members of the Board, the presidents, the faculty, staff, and students of the University, as well as community and academic leaders from outside the University may submit nominations to the Search Committee.

1.1 Composition of the Committee

In order to provide for adequate participation by representatives of the institution, the Chairperson of the Board of Trustees shall establish a Chancellor's Search Committee. The Search Committee shall be composed of the following members:

Board Members: at least five members of the Board of Trustees, appointed by the Chairperson of the Board. The Chairperson of the Board of Trustees shall serve as Chairperson of the Search Committee and the Vice Chairperson of the Board of Trustees shall serve as Vice Chairperson of the Search Committee. Board members appointed to the Search Committee should reside in each of the five boroughs.

Faculty: Two faculty members, the Chairperson of the University Faculty Senate and one other faculty member. Only faculty as defined in the Board Bylaws may serve as faculty representatives on the Search Committee. Whenever possible, one faculty representative should be from a senior college, and one faculty representative should be from a community college.

Students: Two students, the Chairperson of the University Student Senate and one other student representative appointed by the Chairperson of the Board of Trustees. Generally, but not necessarily, a president of a student government, or another elected student leader should serve as the second student representative. Whenever possible, one student representative should be from a senior college and one student representative should be from a community college.

Alumni: The Chairperson or in his or her absence, the Chairperson of the Council of Presidents' Committee on Student Affairs, may recommend one alumnus—generally, but not necessarily, the President of an alumni organization—to be appointed by the Chairperson of the Board of Trustees to serve on the Search Committee.

President: The presidents of two of the colleges of the University, one from a senior college and one from a community college, appointed by the Chairperson of the Board of Trustees.

1.2 Internal Staffing and Outside Consultants

Staff support shall be provided to the Search Committee, on request, by the Office of Executive Search and Evaluation (OESE). Representatives from OESE, chosen to serve as indicated, shall be selected by the Chairperson of the Board and shall report to the Search Committee. Where deemed necessary, selected individuals including those from outside firms may be called upon to provide advice in matters pertaining to the search.

2 Process

2.1 Announcing the Vacancy and Processing the Applications

Announcements of a chancellorship 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: Secretary of the Board of Trustees, The City University of New York, 205 East 42nd Street, 18th Floor, New York, NY 10017.

2.2 Screening of Applicants

The Search Committee shall reduce the applicant pool to approximately seven individuals. The candidates will be interviewed by the Search Committee upon the stated request of a minimum of five members of the Search Committee, at least three of whom must be members of the Board of Trustees.

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.

2.3 Final Interview

The candidates recommended by the Search Committee shall be interviewed by the entire Board of Trustees at some time prior to the next scheduled Board of Trustees meeting at which time a choice will be made in executive session.

2.4 Appointment

As soon as possible after the Board has chosen its candidate, the Chairperson of the Board of Trustees will notify in writing the candidate of the Board of Trustees' decision. A formal letter of appointment, together with the Board of Trustees resolution, which delineates the terms and conditions of employment, will be sent to the candidate as soon as he or she accepts the position. (BTM,1997,11-24,008,_B; Amended: BTM, 2018,02-05,005)