

To: Colleagues

From: John R. Conners

Date: August 26, 2016

Re: Presidential search process update

I am writing to provide you with further information about the search process. Today is the final day for people to declare an interest in serving on the search committee; for more information about the committee and its composition, please refer to my memo of July 27. Later today, Cathy Northrop will share the list of nominees for your review before voting begins next week.

Voting will begin Monday, August 29 and conclude at noon on Friday, September 9, using a secret ballot. Cathy will oversee the process, with votes to be cast in person in her office between the hours of 8:30 a.m. and 5:00 p.m.; While there will of course be some times when she is away from her desk, she will be available for voting the great majority of that time. If for any reason you cannot be on campus during the day at some point in those two weeks, please contact Cathy to discuss possible accommodations. When voting concludes, I will share the results with Elizabeth Burns, Chair of the Board, who will issue invitations to serve on the committee.

Each employee group will elect its own representatives (e.g., adjunct faculty alone will vote for an adjunct representative and will not vote for representatives of the other groups). The ballots will provide specific instructions. For example, the ballot for classified staff will state that a voter may vote for up to three people; a ballot with votes for only one or two people will be acceptable. Any ballot with votes for more candidates than the maximum, however, will be ruled invalid and will not count at all. If you should have any questions about the voting procedure, please direct them to Cathy or me.

On another note, President Haynes mentioned in his opening remarks that we have issued a request for proposals for executive search firms. The deadline for proposals is September 1, after which the Board will review the submissions and determine which firms to consider further, with interviews by Board members occurring soon thereafter. The goal is to have a firm selected and in place by the end of September. As noted above, if you should have any questions or comments, please contact me and I will be happy to speak with you.