

GUIDELINES FOR CONDUCT OF  
THE UNIVERSITY OF ARIZONA PRESIDENTIAL SEARCH

The presidential search process at the University of Arizona shall be conducted in accordance with the following guidelines:

1. The Chair of the UA Presidential Search Committee shall appoint a search committee including representatives of the following university and community constituencies: university faculty and staff; alumni; students; members of the Board; representatives of the local community and other areas served.
2. The search committee shall assist the Board in conducting the presidential search and shall comply with the Open Meeting Law (A.R.S. §38-431, et seq.)
3. In addition to a search committee, the Board may utilize the services of a consultant to assist the search committee and the Board in recruiting and evaluating presidential prospects. Such services will be procured on a competitive basis in accordance with the Board's procurement rules (ABOR 3-801, et seq.)
4. Regent Boice, Chair of the Search Committee, will serve as spokesperson for the committee.
5. The search committee shall make special efforts to identify and recruit qualified women, minorities, and members of diverse cultures into the prospect pool.
6. The search committee shall compile a list of individuals who have made application or been nominated for the position and shall evaluate these prospects in light of Board-approved criteria.
7. The search committee shall provide non-personally identifiable, detailed, tabular information to the Board and to the public with respect to all persons whose qualifications are reviewed by the search committee, including but not limited to the following: gender; age; race, ethnicity; current or prior positions held in academia or elsewhere; educational background; and geographic diversity. This information shall be compiled and made available to the public on a periodic basis throughout the search process.
8. Search committee members, assisted by the search consultant and Board staff, may engage in exploratory contacts with individual prospects in order to encourage their participation in the search process and to elicit information which facilitates the committee's preliminary assessment of the prospect's qualifications. These exploratory contacts may involve telephone discussions or in-person visits and the exchange of written correspondence.

9. The search committee shall conduct a preliminary assessment of the qualifications of each prospect by reviewing all available information pertaining to said prospect, including a review of the prospect's letter of application or nomination, resume and other related written materials, and by sharing information gathered as a result of the exploratory contacts described above.
10. The search committee shall maintain its files, conduct all exploratory contacts with individual prospects, and complete its preliminary assessment of the qualifications of all prospects in a manner designed to protect the confidential nature of the search process and the privacy interests of the individual prospects.
11. Following its preliminary assessment of the qualifications of the individuals in the prospect pool, the search committee shall identify those prospects whose qualifications most nearly match the Board-approved criteria and shall invite those prospects to participate in interviews with the search committee.
12. Prospects who are requested to participate in interviews with the search committee shall be advised that such participation will require the public disclosure of the candidate's identity and resume in accordance with the Arizona Supreme Court's interpretation of the State Public Records Law (A.R.S. §39-121, et seq.), irrespective of whether the Committee recommends his or her candidacy or whether the candidate ultimately allows his or her name to go forward for Board consideration.
13. The interview process will include an in-person meeting between each candidate and the search committee for the purpose of determining which candidates the search committee deems most qualified for the position. Following these interviews, it is anticipated that the search committee shall forward to the Board an unranked list of not more than 5 candidates, whose qualifications, skills and personal characteristics most nearly match the Board-approved criteria.
14. The names and resumes of all candidates who are interviewed by the search committee shall be made available to the public.
15. The Board shall review the list of final candidates forwarded by the search committee and shall assess the relative qualifications of each candidate through personal interviews and/or by reviewing candidate files and the assessments provided by the search committee and the search consultant. Prior to reaching a final determination, the Board shall provide an opportunity for the final candidates to participate in meetings with representatives of university constituencies.
16. The Board shall not consider the appointment of an individual whose qualifications have not been reviewed by the search committee.
17. All costs associated with the search process and the sources of funding shall be publicly disclosed.