

TITLE 2 - Nevada System of Higher Education CODE

CHAPTER 1

ORGANIZATION AND ADMINISTRATION OF THE NEVADA SYSTEM OF HIGHER EDUCATION

1.5.4 Vacancy in the Office of President.

- (a) As used in this section, "Officer in Charge" means the person who has been designated by the president of each institution to be the officer in charge in the temporary absence or vacancy in the office of president.
- (b) The president of each institution shall maintain on file with the chancellor, in writing, the designation of campus authority consisting of a list of three persons currently serving the institution, that are, in the order listed, deemed to be the officer in charge should a temporary absence or a vacancy occur in the position of president. The list shall include the name, title and contact information for each person. If the person listed first is unavailable at the time of the temporary absence or vacancy, the next person listed in order shall serve as the officer in charge. If the persons listed first and second are unavailable at the time of the temporary absence or vacancy, the third person listed shall serve as the officer in charge.
- (c) When a vacancy occurs in the position of president of a member institution, the institution's officer in charge shall exercise the powers of the president until an acting or interim president is appointed by the Board.
- (d) As soon as practicable after a vacancy occurs in the position of president of a member institution, the chancellor, in consultation with the Chair of the Board, shall recommend to the Board the appointment of an acting president. Prior to making the recommendation of an acting president, the chancellor and Chair of the Board shall first meet with major constituencies of the institution to receive their suggestions and input for the appointment of an acting president. Such constituencies may include, but are not limited to, provosts, vice presidents and other executive staff, campus employees, faculty, students, presidential advisory board members, foundation trustees and community representatives.
- (e) At the time the Board considers the chancellor's recommendation for the appointment of an acting president, the Board shall also determine whether a national search shall be conducted pursuant to paragraph (f) immediately, or if an interim president shall be appointed to a specified term of one to three years.
 - 1) If the Board determines to conduct a national search, the Board will appoint an acting president. If an acting president is appointed, the acting president serves as the president of the institution until a person is permanently appointed as president following a presidential search. An acting president will not be eligible for consideration as a candidate for the permanent appointment as president.

- 2) If, by an action approved by an affirmative vote of not less than two-thirds of the Board, the Board determines to appoint an interim president to a specified term, an acting president will not be appointed. The chancellor's recommended candidate for acting president may be considered by the Board for appointment as the interim president. If the Board appoints an interim president, the interim president will be appointed to a specified term of one to three years. At any time prior to the expiration of the interim president's specified term, the Board may approve a decision to conduct a national search.
- 3) An interim president must serve at least a year before the Board may consider making the appointment permanent and the Board shall, at a public meeting, first allow and consider input from the institution's major constituencies. Prior to the last year of the term of an interim president appointed to a multi-year term, or prior to the end of the year of an interim president appointed to a one year term, the Board may conduct a periodic evaluation of the interim president consistent with the Board policy governing periodic evaluation of NSHE presidents.

If at any time during the term of an interim president, the Board determines not to appoint the interim president to the permanent position, the Board may direct that a national search be conducted and the interim president will not be eligible for consideration as a candidate for the permanent position.

- (f) If the Board determines to conduct a national search, a Regents' Presidential Search Committee composed of six members of the Board of Regents shall be appointed by the Chair of the Board for the purpose of recruiting and screening and for recommending a nominee or nominees to the full Board of Regents for consideration by the Board for appointment to the position. The Chair of the Board shall appoint the chair of the Regents' Presidential Search Committee. The Chair of the Board of Regents shall also appoint institutional advisory members to the Committee from the member institution involved to include five faculty members nominated by the senate, up to three administrators, one classified or technical employee nominated by the classified or technical employees' organization, if any, and, one undergraduate student representative and one graduate student representative nominated by the appropriate student government as applicable to the institution involved, and one alumnus. The chair may also appoint such other persons as advisory members to the Committee as may be deemed necessary. The affirmative action officer of the member institution involved, if any, shall be an ex officio advisory member of the Committee. The institutional advisory members of the Committee serve as non-voting members to advise the voting members of the Regents' Presidential Search Committee on matters being considered.

- (g) The Regents' Presidential Search Committee will oversee the details of the search and determine if a search firm will be hired. The budget for the search shall be established by the Chair of the Board in consultation with the chancellor and chief executive officer of the Board. The Regents' Presidential Search Committee shall review applications for the position and shall meet at the call of the chair of the Committee to discuss the qualifications of applicants and the recommendations of the institutional advisory members of the Committee before the Regents' Presidential Search Committee schedules candidate interviews. The Committee will interview and evaluate candidates, after which the Regents' Presidential Search Committee will select its nominee or nominees for consideration by the full Board of Regents for appointment to the position. If the Board determines not to appoint the nominee(s) recommended by the Regents' Presidential Search Committee, it shall direct the Committee to continue the search process and to recommend an additional nominee or nominees for consideration by the full Board of Regents.

The Chancellor's Office and the Board Office shall provide staff assistance to the Committee. The chancellor shall, in accordance with directions from the Committee and in consultation with the Committee chair, either directly, or by consultation if a search firm is hired, be responsible for the initial screening process to determine candidates for consideration by the Committee.

- (h) By affirmative vote of not less than two-thirds of the members of the Board, the Board may authorize deviations from the processes defined in this policy.

(B/R 6/13)

**NEVADA SYSTEM OF HIGHER EDUCATION
PROCEDURES AND GUIDELINES MANUAL**

CHAPTER 2

APPOINTMENTS AND EVALUATIONS

Section 1. Appointments and Vacancies of System Officers

- a. In the case of a vacancy in the Office of Chancellor, the Chair of the Board of Regents will appoint a Regent Chancellor Search Committee. The Chancellor Search Committee will oversee the details of the search and determine if a search firm will be hired. The budget for the search shall be established by the Chairman of the Board of Regents in consultation with the chief executive officer of the Board and the director of Human Resources.
- b. In case of a vacancy in the Office of Chancellor, the Chair of the Board of Regents shall present a recommendation to the Board of Regents for an interim chancellor.
- c. Resignations from the Office of Chancellor or president of a member institution shall be addressed to the Chairman of the Board of Regents. The Chairman of the Board of Regents shall accept such resignations in writing.
- d. The chancellor shall notify the Board of Regents of a vacancy in the Office of the President of a member institution in cases where the vacancy is caused by other than a resignation. The Chairman of the Board of Regents shall notify the other members of the Board of a vacancy in the Office of Chancellor in cases where the vacancy is caused by other than a resignation.
- e. As of December 1, 2005, the total costs of president searches will be the obligation of the System institution requiring the search. Excluded are any costs for travel by System staff or the Board of Regents as required by the search process.
- f. In the case of a vacancy in the position of provost at a member institution, unless an exception is approved by the Board of Regents, the institution shall conduct a national search for the purpose of recruiting and screening candidates for the position for consideration of appointment by the institution's president. As used in this paragraph, "provost" means the second highest ranking executive and administrative officer of the University or state college.

(B/R 6/84, 3/04; Added 6/05; A 1/06, 12/09, 6/13)