Presidential Search Committee Actions (by consensus or vote)
June 7, 2013

Jill Hunt – Senior Executive Coordinator for the President, Coordinator for Board Relations and Secretary to the Murray State University (MSU) Board of Regents (BOR) – was appointed Secretary to the Presidential Search Committee.

The profile or prospectus to be developed for the position of President will specifically address the particular characteristics and qualifications desirable for any candidate for the presidency of Murray State University.

MSU will engage an external search firm to assist in the presidential search process, with the understanding that all University policies and procedures will be followed by both the Search Committee and the search firm. The Presidential Search Committee will act as a Committee of the Whole in the selection of the search firm.

The University is authorized to issue a Request for Proposals for a presidential search firm. A list of potential search firms will be provided to the Search Committee and all will be afforded the opportunity to offer input in terms of firms which should be added or deleted from the list. The detailed RFP will require the search firm to be diverse and possess the necessary credentials to identify only those individuals meeting the requirements of the prospectus developed. The search firm should possess the expertise necessary to assist the Search Committee in preparing the prospectus. Consultants should be in place and possess the necessary capacity, broad experience and understanding of the particular areas of expertise identified in the prospectus for the President. A draft RFP will be provided to Search Committee members via email for review prior to issuance.

The offices of Human Resources and Procurement will review proposals received in response to the RFP and will present a list of three (3) to five (5) potential search firms for evaluation by the Search Committee and eventual selection of the presidential search firms to visit campus. The Search Committee will meet with potential search firms at its next meeting on Friday, July 26, 2013, to make a selection.

Cost will be considered in the final criteria but should not be the main element of consideration. This element can be evaluated in more detail when the proposed list of search firms is provided to the Search Committee. Selection of the best candidate for President of MSU is the most important outcome.

The search firm selected will immediately begin developing a prospectus/profile of the desired candidate, based on feedback and interviews by the Search Committee, Regents and other individuals and constituency groups in the MSU family (as designated by the Search Committee). Preliminarily, this could occur during the first week of September and can be coordinated with the Annual Retreat and the Quarterly Meeting of the Board of Regents – September 5-6, 2013.

The selected presidential search firm will receive directly any application materials for the presidency of Murray State University. There are benefits associated with the Search Committee having access to all information submitted by an applicant but this represents a discussion point to be undertaken with the individual search firms and should not be included in the RFP.

The next Presidential Search Committee meeting was scheduled for July 26. Another meeting or two may be needed in October and/or November. It was noted that the BOR has a Quarterly Meeting scheduled on December 6, 2013, and a meeting of the Search Committee could be scheduled to coincide with that Board meeting. Other potential meeting dates for the full Board include February 7 or 14, 2014, and Search Committee meetings may be scheduled to coincide with the date chosen.

Finally, it was noted that the charge to the Presidential Search Committee includes the expectation that the Committee will forward to the Board of Regents by March 2014 a short list of unranked finalists it believes are qualified to serve as the next President of Murray State University.