

FOCUSED SEARCH POLICY AND PROCEDURES

When a search or searches conducted in the Southern University System fail to identify a viable candidate to be recommended to the System President and/or the Board of Supervisors to fill an unclassified position for which a search is required, authorization may be sought from the Southern University Board of Supervisors to conduct a "focused" or "targeted" search for someone to fill the position. A focused search is one wherein the Board of Supervisors grants authorization to the Administration to appoint a designated person or entity to seek out and encourage specific (or targeted) individuals with appropriate credentials to submit application(s) for consideration for employment. A candidate(s) who is the focus of the search will be provided with information sufficient to properly introduce to him/her the University, the job, the required responsibilities which must be assumed, the expected objectives that are to be achieved, and the benefits which will be offered to the successful candidate.

The following procedures shall be applicable in conducting a focused search:

1. The Campus Head shall submit a written request for authorization to conduct a focused search to the System President for his approval and recommendation to the Southern University Board of Supervisors. This request shall include:
 - A. Information and documentation sufficient to demonstrate that a bonafide search(es) had been conducted and had failed to produce viable candidates to fill the position. The documentation submitted shall include, but is not limited to the following:
 - 1) The name and title of the members of the Search Committee(s);
 - 2) Copies of the Search Committee(s)' report(s);
 - 3) The recommending Administrators' letters of response to the Search Committee(s)' recommendations;

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- 4) Documentation of the action taken by the Campus Head on the Search Committee recommendations;
 - 5) Lists of the names of all applicants for the position with the finalists identified;
 - 6) Documents which detail the search procedures used by the Search Committee, including copies of all advertisements, announcements and letters transmitted to others seeking viable candidates;
 - 7) Copy of the Search Committee's budget;
- B. Letters or other documents from the requesting unit head and the Campus Head which indicate and explain why they feel that the search or searches were unsuccessful.
2. The System President shall evaluate the request for conducting a focused search. If it is found that a bonafide search or searches did not produce a viable candidate(s) and that another regular search would most probably produce the same result, he shall fashion and submit to the Board of Supervisors his recommendation for conducting a focused search for a suitable person to fill the position. All of the appropriate documentation which the Board is to consider must be transmitted with the recommendation, including, but not limited to, the following:
- A. The Campus Head's request with appropriate documentation;
 - B. The means by which a person or entity will be selected to assist with the identification of candidates for the position;
 - C. A recommended budget;
 - D. Tentative target dates for initiating and completing the search process.

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3. If the System President evaluates the request and denies it, his/her decision shall be forwarded to the Campus Head with appropriate instructions for continuing the regular search process.
4. The Campus Head shall act in accordance with the decision rendered by the System President or the Board of Supervisors relative to the request for conducting a focused search.

Reporting Requirements

The following procedures shall guide the preparation and submission of reports relative to a focused search:

1. Upon being granted authority to conduct a focused search, the Campus Head shall provide the following information to the System President in the form of report updates:
 - A. **Selection of an individual(s) or entity to conduct the search:**
 - 1) The person or entity conducting the search shall be appropriately identified;
 - 2) A statement shall be provided which reflects:
 - a. the charges levied to date for conducting the search; and
 - b. the total charges to the budget to date for all search activities.
 - B. **Internal Notification:** The Campus Head shall notify the personnel in the affected area that a focused search will be implemented to identify a person(s) with suitable credentials who may be interested in applying for the available position. The notice should include the pertinent information to assist those in the hiring unit who are interested in the position to properly submit applications for consideration to the person or

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entity who will be assisting in locating viable candidates.

- C. **Periodic status reports by the timetable directed by the System President:** The periodic reports shall contain information sufficient to keep the System President fully informed of the progress of the search to identify viable candidates for the position.
- D. **Selection of a candidate(s):** At the point that a candidate(s) for the position is invited to the campus to be interviewed, the Search Committee that has been appointed by the hiring authority and that is composed of appropriately appointed members of the faculty, staff and students shall be convened to meet with and to interview the candidate(s). If the search is for a faculty member, department chair, dean or other academic employee, a representative cross-section of the faculty* and a student representative from the affected area shall be appointed by the SGA/SBA President to the Search Committee. The opportunity shall be provided for the candidate(s) to meet with appropriate campus personnel, who may share their opinions of the candidate(s) with the members of the Search Committee. Following the conclusion of the interview(s), the Search Committee shall submit its report and recommendation(s) to the hiring administrator for consideration and action. The number of persons recommended will depend upon the number of candidates being considered by the Search Committee.

***NOTE:** Faculty representation on the Search Committee should reflect the demography of the faculty in the employing unit in terms of gender, race, department/subject area concentrations, etc.

2. Report and recommendation of person to fill position

If the recommendation of an individual is approved through all of the appropriate campus levels, the Campus Head shall submit his/her

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recommendation to the System President for approval. The Campus Head's recommendation should be sent along with sufficient documentation of the candidate's credentials and a statement of the terms and conditions of employment under which the hiring administrator/entity will offer the position to the candidate, including the applicable academic rank and tenure status; the length of the appointment; the salary and other benefits; and any other information that will assist the President in evaluating the recommendation.

3. Notification to the candidate

If the System President approves the recommendation and the terms and conditions of employment, the Campus Head will be authorized to present a tentative offer of employment to the candidate, with the explanation that the recommendation for employment must be submitted to and approved by the Southern University Board of Supervisor before the position can be filled. The candidate will be asked to provide written notification of his/her intent to accept the offer if the Board of Supervisors approves the recommendation and the terms and conditions of the appointment.

4. Submission of the recommendation for approval of the appointment to the Board of Supervisors

Upon being notified that the candidate has indicated a willingness to accept the appointment to the position, the System President will transmit his/her recommendation to the Southern University Board of Supervisors, along with documentation sufficient for the Board to render a decision. Upon approval by the Board, the candidate shall be notified and issued an appropriate letter of appointment by the System President or his/her designee. If the Board does not approve the recommendation for employment, the candidate shall be notified of the Board's action by the System President or his/her designee.

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APPROVED BY THE SOUTHERN UNIVERSITY BOARD OF SUPERVISORS

February 28, 1998

Effective Immediately