

Brookdale Community College College Policy

1.3035 Presidential Search Process

I. Title of Policy

Presidential Search Process

II. Objective of Policy

To establish a searching, screening, interviewing, and hiring process when a vacancy in the Office of the College President occurs.

III. Authority

N.J.S.A. 18A:64A-12, General powers of board and Board Bylaw 1.2050 Duties and Responsibilities

IV. Policy Statement

- A. In the event of a presidential vacancy, the Board of Trustees shall appoint an Interim President who has appropriate credentials and professional experience consistent with the mission of the organization.
- B. This policy is intended to address a vacancy in the position of President. It is not intended to apply to the temporary replacement of a president during a leave of absence, when the Board shall elect to appoint an Acting President.
- C. While interim appointments are not intended to exist for more than a year, in the event circumstances dictate that an interim appointment will exceed a one-year period, a Board evaluation of performance will be conducted.
- D. The Board of Trustees (the "Board") shall appoint a presidential search committee not to exceed 15 members. The committee shall broadly represent the College community and shall include 3-5 Board members.
- E. The Board has the discretion to determine whether to engage an external search firm. If an external search firm is engaged, the Board shall retain the authority to determine how the firm will be used in the presidential search process, as outlined in this policy.
- F. The Board shall establish a timetable for the search, which will ensure that the Office of the President is filled in a timely manner.

- G. In conjunction with the College's Human Resources Office, the search committee shall arrange for and provide appropriate opportunities for the College community to comment upon the needs of the College and the development of criteria for selection of a new president.
- H. The Board may adopt, modify, or reject the search committee's assessment of the needs of the College and will determine the final criteria for selection of a new president.
- I. After a needs assessment is complete and a profile is finalized, the Board shall charge the search committee to initiate the presidential search process.
- J. Based upon the selection criteria established by the Board, the search committee shall initiate a search and arrange for appropriate, professional, public advertisement of the vacant position in conjunction with the College's Human Resources Office.
- K. The search committee may conduct preliminary media reviews and reference checks for all candidates selected for interviews before extending interview invitations
- L. The search committee will interview selected candidates and recommend finalists to advance to the College Forums.
- M. Candidates invited to participate in the College Forums must successfully complete a comprehensive background check, as permitted by law, prior to their campus visit; only those who pass the background check will be permitted to participate in the Forums.
- N. In conjunction with the College's Human Resources Office, the search committee will arrange College Forums to have College constituents meet the finalists and to provide input to the Search Committee through a pre-arranged, publicized information-gathering method.
- O. The search committee shall recommend to the Board in unranked order the candidates deemed most qualified for appointment. Only applicants interviewed by the search committee shall be recommended and considered by the Board.
- P. The Board shall interview candidates recommended by the search committee and shall make such further inquiries as the Board deems appropriate. If the Board determines not to appoint any of the candidates recommended by the search committee, it shall direct the search committee to identify a new pool from which to recommend candidates.

- Q. All interviews, evaluations of applicants, and deliberations thereon by the search committee or by the Board shall be kept confidential and be conducted in private.
- R. The Board shall provide appropriate resources to enable the search committee to discharge its responsibilities effectively.
- S. In accordance with N.J.S.A. 18A:64A-12, the Board of Trustees has the sole authority to select a president.
- T. The Board shall comply with all appropriate laws and policies regarding Equal Employment and Educational Opportunity to conform to the non-discriminatory position of the College.

V. Responsibility for Implementation

Board of Trustees

Approved: Board of Trustees, 6/29/95

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Approved: Board of Trustees, 2/23/2021

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