

**CHANCELLOR'S PROCEDURE FOR
POLICY 203.01: President: Recruitment and Selection
Effective: June 5, 2018**

In accordance with the intent of the Board, the Chancellor will use the following procedure to recruit and select a candidate for President to fill vacancies at colleges within the Alabama Community College System (ACCS):

1. The Chancellor will determine the appropriate timeline for recruiting and selecting a college president within the ACCS system.
2. The Chancellor will disseminate the candidate qualifications and appropriate notices of a vacancy. The notices at a minimum will include posting the vacancy at each ACCS campus and work site, on the internet, and in appropriate national publications.
3. The Chancellor may utilize professional consultants in the search process.
4. The Chancellor will form and consult with an Advisory Search Committee comprised of the following:
 - a. **Chancellor**
The Chancellor shall serve as Chair of the Advisory Search Committee.
 - b. **Trustee Appointees:**
 1. In the case of a college with campuses located solely within one Trustee's designated congressional district, the Trustee member from such congressional district where the college is located shall appoint one member of the Advisory Search Committee; or,
 2. In the case of a college with campuses situated in multiple congressional districts, the Trustee members representing the multiple congressional districts shall cooperate to jointly appoint at least one but not more than two members of the Advisory Search Committee, which can be community or business appointees.
 - c. **College Appointees**
The Chancellor shall appoint two full-time representatives from the college for whom the presidential search is being conducted.
 - d. The Chancellor shall appoint one 2-year College President to the Advisory Search Committee.
5. Travel expenses incurred by committee members and any costs associated with committee meetings shall be paid by the College. The College also will pay all expenses related to formal notice of the vacancy, including advertising and distribution costs; all professional

consulting fees; and all costs related to visits by the candidates, including costs incurred by candidates for travel, lodging and meals, if not included in a consultant's fee.

6. As requested by the Chancellor, the Advisory Search Committee will assist and consult the Chancellor in reviewing the applicant pool, interviewing candidates, or participating in other campus meetings with candidates.
7. The Advisory Search Committee serves as an advisory council to the Chancellor; however, it does not have the authority to recommend a candidate to the Board of Trustees.
8. The Board shall designate at least one member to participate with the Chancellor in an interview of the top candidates in consideration for a presidential vacancy to assist the Chancellor with final candidate recommendations to the Board of Trustees.
9. The Chancellor shall recommend a candidate to the Board of Trustees to fill the Presidential vacancy unless, in the best interest of the institution and the System, the Chancellor elects to recommend no candidate to the Board. In the event that no candidate is recommended or the Board of Trustees does not approve a recommended candidate, the Chancellor will reopen the Presidential Recruitment and Selection Procedure.