



## Summary of the Search Process

*There is no more important decision in the life of an institution than the selection of a new leader.*

The MCC Board of Trustees values a high quality search that expects to yield a highly qualified, dynamic new President. Members of key constituency groups for Miles Community College should have an understanding of the process that is being utilized to ensure that the college has a diverse, robust and highly qualified candidate pool from which to select its president. Following is a summary of the search process.

### **Stage 1 – Research**

Miles Community College has a history and culture all its own. Understanding that distinctiveness, the strengths and challenges that the college experiences, and the conditions and environment in which it exists, is key to finding the individual uniquely qualified to be the next president. The board will hold forums for MCC employees, students and the community to help determine the qualities valued and expected of the new President.

### **Stage 2 – Recruitment**

For approximately six weeks, the President position will be open to candidates. This highly confidential process includes contacting individuals by telephone, letter and email to seek nominations of higher-education professionals, nonprofit executives, business professionals and government leaders whose experience, competence, style and character indicate they would be a good fit for Miles Community College.

### **Stage 3 – Candidate Review**

About seven weeks into the search process, the search committee will begin to review the candidate pool and move the most highly qualified candidates forward in the search process. Using uniform, objective evaluation instruments, the committee will identify candidates who meet the criteria and qualifications of the position announcement.

The stages of review include:

**Assessment** – Search Committee members review and assess the submitted material to ensure that applicants have the appropriate qualifications and background to be considered serious candidates for the presidency of Miles Community College.

**Semifinalist Review** – At this point, the search committee reduce the candidate pool to a qualified group of semifinalists.

**Reference Checks** – Search Committee conduct thorough reference checks, speaking with individuals who have worked for and with the candidate.

**Preliminary Interviews** – The search committee will interview a small group of outstanding candidates to assess their competencies, presence, fit and interest in the college.

**Campus Visits** – At this stage, three to five candidates and perhaps their spouses are invited to visit the campus and meet with college constituencies. The search committee will compile data on the reaction of college constituencies to each individual and submit the feedback to the Board of Trustees.

#### **Stage 4 – Recruiting the President**

While part of the search process is identifying the candidate the college needs and wants, an equally important part is making sure the top candidate wants to become a part of the history of Miles Community College. The Search Committee Chair facilitates the establishment and nurturance of a relationship between the institution and its leading candidates.

To ensure that due diligence is met, in-depth, independent confirmation of the academic and employment credentials of the finalist candidates as well as additional reference checks are carried out. The names of the finalists identified will be vetted by the Search Committee, which will send three names to the MCC Board of Trustees for consideration. The MCC Board will name the new president of the college in an official board action.

After appropriate negotiations, the Board of Trustees will announce the new President to the Miles Community College community.