



Florida Agricultural and Mechanical University

TALLAHASSEE, FLORIDA 32307-3100

TELEPHONE: (850) 599-3491
FAX: (850) 561-2123

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BOARD OF TRUSTEES

November 12, 2004

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Division of Colleges
and Universities
Office of the Chancellor

Dr. Debra Austin
Chancellor
325 West Gaines Street
Suite 1614
Tallahassee, Florida 32399-1950

Dear Dr. Austin:

Please accept this letter as a request of the Florida A & M University (FAMU) Board of Trustees for the Board of Governor's approval of the selection process for FAMU's Interim President.

At its November 10, 2004 meeting, the Board of Trustees approved the enclosed selection process for an Interim President. The enclosed documents consist of the agenda cover memorandum, the outlined selection process, the job qualifications, a timetable for the selection and an announcement for the position.

Thank you for your assistance with this matter. If you need any additional information or documentation, please do not hesitate to contact me.

Sincerely,

James D. Corbin
Chair, Florida A & M University
Board of Trustees

Florida A&M University
Board of Trustees

November 10, 2004

SUBJECT: Interim Selection Process of the Interim President

UBOT Committee Review: Interim Selection Process Committee

Recommended Action

Approval of the selection process for an Interim President as recommended by the Interim Selection Process Committee.

Background Information

At the October 12, 2004 meeting of the Executive Committee of the Board of Trustees, the Chair appointed an Interim Selection Process Committee (Committee) consisting of Trustees Diallo, Lowe, Branker, Hanna and Miller. Trustees Diallo and Hanna were appointed as Co-Chairs of the Committee. At the October 27 meeting, the Chair appointed Trustees Holmes and Duncan to the Committee. The Chair is serving as an ex-officio member of the Committee. The Committee was charged with developing a selection process that would result in the identification and recommendation of individuals qualified to serve as Interim President and to identify critical issues an Interim President would need to be aware of upon appointment. The Committee met on October 20, 2004, October 27, 2004 and November 3, 2004 to discuss the interim selection process and identify critical issues for the Board and Interim President over the next 30 days to six (6) months.

Attached please find the Committee's recommendations for the selection process for an Interim President, with a proposed timeline for the selection and announcement for the University's website.

Supporting Documentation Included: Selection Process for Interim President, Proposed Timeline and Announcement

Other Support Documents Available:

Legal Review Required: Yes No X
EEO Impact Studies Required: Yes No X

Prepared by: Elizabeth McBride, General Counsel _____

Submitted by: Fred Gainous, President _____

Selection Process for Interim President

Florida A & M University Board of Trustees
Interim Selection Process Committee

November 10, 2004

The Interim Selection Process Committee recommends the following duties and responsibilities as outlined below for the various entities involved in the selection of the Interim President of the University.

Chancellor of the SUS:

- Receive all resumes/expressions of interest and nominations of individuals for the position of Interim President;
- Distribute all resumes/expressions of interest and nominations received to the members of the FAMU Board of Trustees, by hard copy or email, on every Friday prior to and on November 30, 2004; and
- Provide an acknowledgement of the receipt of resumes/expressions of interest application or nomination.

Interim Selection Committee:

- Post an announcement of the selection of an Interim President on the University's website home page;
- Receive all resumes/expressions of interest and nominations for the position of Interim President from the Chancellor;
- Review and evaluate all individuals submitting resumes/expressions of interest and nominees for the position of Interim President;
- Conduct or have conducted any necessary research and due diligence of individuals and nominees;
- Provide information to Board of Trustees on individuals/nominees and other issues pertaining to the selection process; and
- Present one or more candidates to the Board of Trustees for consideration and selection.

FAMU Board of Trustees:

- Approve the selection process recommended by the Interim Selection Process Committee;
- Make the final selection of interim presidential candidate and submit name to the Chancellor of the Division of Colleges and Universities for ratification by the Florida Board of Governors; and
- Approve the salary and benefit package for Interim President.

Board of Governors:

- Approve interim selection process of Board of Trustees
- Ratify interim presidential candidate submitted by Board of Trustees.

FAMU Interim Selection Process Timeline

November 10, 2004	Board of Trustees approves the recommendations of the Interim Selection Process Committee
November 18, 2004	Board of Governors approves the interim selection process
November 30, 2004	Deadline for resumes/expressions of interest or nominations for Interim President
December 2, 2004	Meeting of Interim Selection Process Committee to review and evaluate resumes/expressions of interest and nominations
December 7, 2004	Meeting of Interim Selection Process Committee to review and evaluate resumes/expressions of interest and nominations
On or before December 14, 2004	Board of Trustees receives and acts upon recommendations of the Interim Selection Process Committee
On or before December 31, 2004	Ratification of Board of Trustees' selection of the Interim President by Board of Governors

Florida A&M University Board of Trustees

Interim President

The ideal candidate should possess the following qualifications and characteristics:

- An earned doctoral or terminal degree from an accredited university is highly desirable;
- National recognition as an effective educator/administrator with at least five years at the executive level in higher education, law, business or government;
- Ability to articulate the University's mission and vision for excellence as an 1890 Land-Grant Comprehensive/Doctoral University;
- Demonstrated record of leadership in fund-raising from federal and state governments, corporations, foundations, and other sources;
- Demonstrated knowledge and experience in budget management and fiscal accountability;
- Experience in working with minorities and a commitment to promoting diversity among the various populations of the university;
- Capacity for sustaining and strengthening recruitment at both the undergraduate and graduate levels, including an emphasis on National Achievement Scholars and high achieving students;
- Commitment to encourage excellence in teaching, research and service including the effective use of educational technology on the campus and for distance learning;
- Supporter of shared governance and academic freedom;
- Commitment to work, effectively with the Board of Trustees, governmental leaders, faculty, staff, students, alumni and the various groups or individuals important to the University's quest for excellence;
- Demonstrated excellence in oral and written communication skills as the chief spokesperson for the University;
- Experience in encouraging and expanding appropriate research, training, technical assistance projects and cooperative programs on all levels, including national and international;
- Demonstrated interest in student welfare, the improvement of student life and student retention.

Florida A&M University Board of Trustees

Position Announcement

Interim President.

The Florida A&M University Board of Trustees seeks nominations and applications for the position of Interim President.

Florida A&M University is a four-year, public, co-educational and fully accredited institution of higher learning. The main campus is spread over 419 acres located on the highest of seven hills in Tallahassee, the capital of Florida and enrolls approximately 13,000 students. The total assets of the University are valued over \$190 million dollars.

The campus is comprised of 131 buildings and has a current operating budget of over \$210,000,000. Florida A&M University student enrollment population consists primarily of undergraduates (students enrolled at the lower division). The University offers 61 bachelor's degrees in 103 majors/tracks. 37 master's degrees with 56 majors/tracks are offered within eleven of the University's 13 schools and colleges. Two professional degrees and ten PhD degree programs are offered. A third professional degree, the DrPH, was recently approved by the Florida Board of Governors and will be offered in Spring 2005. Two cooperative PhDs are offered with the University of Florida, in entomology and in nursing.

The Interim President will serve as the chief executive officer of the University and work closely with the Board of Trustees. As Interim President, the person will be charged with leading the University academically, administratively and financially, guided by the University's mission and values.

Applications and nominations must be received on or before 5.P.M. (EST), Tuesday, November 30, 2004. Candidate materials must include a letter of interest, curriculum vitae, and the name, title, address and telephone number of at least three (3) references. Individuals wishing to nominate candidates for the position should submit a letter of nomination, including the curriculum vitae of the nominee. *Please note:* Any candidate or nominee selected as the Interim President shall be ineligible for consideration as President.

Expressions of personal interest and written nominations should be marked as "FAMU Interim President" and provided by hard copy or email to:

Chancellor Debra Austin
325 West Gaines Street
Suite 1614
Tallahassee, Florida 32399
chancellor@fldoe.org

Florida A&M University is an equal opportunity employer. The search is being conducted under the "Public Records Act" and the "Government in the Sunshine" Laws of the State of Florida.