

MEMORANDUM

TO: Presidential Search Committee Members

FROM: Dean C. Colson, Chair, Florida International Board of Trustees

DATE: April 5, 2022

RE: Presidential Search Committee Charge

Florida International University (“FIU”) is the fourth largest public university in the United States, and we are located in one of the greatest cities in the world. FIU is classified as a Carnegie R1 university, and it is known for its upward economic and social mobility. Recently, FIU ranked first in Florida among public universities according to the Board of Governors performance-based funding scores, and dozens of FIU programs constantly place among the best in the nation. Because of its profile, I am confident that FIU will attract excellent presidential candidates, and we will find a world-class leader as our sixth President of FIU.

In accordance with Florida Board of Governors Regulation 1.002, I, as Chair of the Florida International University Board of Trustees (the “Board of Trustees”), and in consultation with the Chair of the Board of Governors, have appointed you as the members to the Presidential Search Committee (the “Committee”). On behalf of the Board of Trustees (the “Board of Trustees”) and the greater University community, I thank you for your willingness to serve on the Committee. The role of the Committee is advisory in nature and is vital to the success of the search process. Each of you has expertise, which will help the Committee in its recruitment and evaluation of Presidential candidates. We are pleased to confirm that FIU has selected, and will formally retain, the services of R. William Funk and Associates to assist it in this process.

Consistent with the Florida law and Florida Board of Governors Regulation 1.002(1)(b)(iii), I would like to charge the Committee as follows:

1. **Scope of Search:** The Committee’s task is to find the next FIU’s President who understands how important it is for FIU to build upon its research mission while at the same time providing access to a first-class higher education experience in South Florida community.

It is expected, that together with the executive search firm and campus stakeholders, the Committee shall develop a recommended position description that is consistent with the FIU’s mission, strategic plan and aspirational goals, and also specify in detail the desired qualifications, background and characteristics for the next President of FIU. The position description and criteria shall go to the Board of Trustees for its final review and approval. The Board of Trustees shall also make the final decision on the unranked list of candidates that the Committee will prepare at the end of the search and screen process.

In compliance with Florida law, including recently enacted legislation on presidential searches, the search for the next President of FIU shall be conducted with transparency, shall be national in scope, and designed to attract highly qualified candidates. Together with the executive search firm, the Committee shall review all candidates with equal opportunity in accordance with the federal, state laws and with applicable FIU policies. The Committee members will serve without predetermined bias for or against any prospective candidates nominated, referred, or discovered in the search process.

Throughout this process, the Committee shall actively consult with FIU's internal and external stakeholders. The Committee members shall display an appropriate level of discretion regarding the search process and information received. Such discretion is essential to the successful outcome of the search and must be maintained with professionalism and diligence at all times throughout the search process.

In establishing the process and criteria and conducting the search, the Committee members will comply with the laws of the State of Florida, the regulations of the Board of Governors, and applicable FIU regulations. Meetings that are required by applicable law to be open, shall be noticed in advance in accordance with FIU Board of Trustees operating procedures, will be open to the public and subject to the Florida Sunshine Law, and will provide an opportunity for members of the public who wish to address the Committee to do so.

2. **Timeline:** While the Committee is expected to perform its tasks expeditiously, the Board of Trustees understands that it may take time to find the right candidate. The Board will approve the final timeline and any requested changes to the timeline based on the input from our executive search firm and the Committee.
 3. **Responsibilities:** Consistent with Board of Governors Regulation 1.002, the Committee, assisted by the executive search firm, shall be responsible for:
 - a. Oversight of creation of FIU's dedicated webpage that maintains updated lists of applicants and information on how to provide stakeholder input;
 - b. Establishing a calendar of public events that aligns with the estimated timeline and meeting dates of the Board of Trustees and the Board of Governors for purposes of the confirmation process.
 - c. Developing recommended position criteria that are consistent with FIU's mission, strategic plan and aspirational goals, which shall be approved by this Board of Trustees;
 - d. Approving a marketing plan, that will be submitted to the Board of Trustees;
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- e. Identifying individuals who may apply, be nominated, or recruited, taking into consideration their experience, qualifications and leadership capabilities under the position criteria to produce a pool of qualified applicants;
- f. Vetting applicants by, at a minimum, ensuring that available public records and online resources are checked in order to narrow the pool of qualified applicants who will be invited to participate in interviews with the Committee and that the references of candidates to be referred to the Board of Trustees are thoroughly checked;
- g. Determining, under the position criteria, the applicants to be interviewed by the Committee and conducting those first applicant interviews; and
- h. Recommending an unranked list of applicants who are qualified under the position criteria to further the institution's mission, goals and priorities for on-campus meetings or forums with faculty, students, and other stakeholders. Please note that the Committee is required to submit more than two qualified applicants, selected by a majority vote of the search committee, to the Board of Trustees for consideration, other than in exceptional circumstances making fulfillment of this requirement infeasible. If more than one candidate is not coming forward, the Board of Trustees must be notified of the reason and may decline to act.

Selection of the new FIU President is, as we all know, a highly important matter for the University. Our future could not be brighter and that is why we are going to attract a great leader. I wish, therefore, especially to thank all members of the Committee for their willingness to undertake this responsibility. I ask each of you to give them all necessary support.
