

DATE: January 28, 2021

SUBJECT: Outline for Executive Director Selection Process

ACTION RECOMMENDED: Approval

PROGRAM DESCRIPTION

THEC staff will present on options developed for the THEC Executive Director search. Discussion will center on process and timeline.



STATE OF TENNESSEE
HIGHER EDUCATION COMMISSION
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I. Commission's Authority to Hire Executive Director:

Tenn. Code Annon. §49-7-205 - Staff

- (a) (1) The commission is empowered to employ an executive director, define the executive director's duties and, within budgetary limitations, fix the executive director's compensation.

(2) The executive director shall serve at the pleasure of the commission.

(3) The executive director shall have the educational preparation and experience that qualifies the executive director, in the commission's judgment, to understand and evaluate the problems and needs of the state's institutions of higher learning and to direct the studies of the commission.
- (b) Within budgetary limitations, and subject to the approval of the commissioner of human resources, the executive director may employ other professional and staff employees necessary to efficiently discharge the duties of the agency.
- (c) The executive director and all other employees shall be reimbursed for travel expenses in accordance with the comprehensive travel regulations promulgated by the department of finance and administration and approved by the attorney general and reporter.

II. Considerations for the Executive Director Selection Process:

- The Commission may consider the appointment of an external Search Committee deputized to manage the details of the search, vetting resumes, conducting preliminary interviews and providing a list of finalists to the Commission. This external committee would be comprised of one (1) Commission member and four (4) external committee members. The search committee would be further empowered to establish timeline parameters as necessary and to contract with a national search firm.
- The Commission may consider establishing a formal interim period for an established amount of time after which a special called can be properly noticed and a decision made as transitioning the Interim Executive Director to the permanent Executive Director.
- The Commission may consider a concise human resources model whereby the position is posted on the relevant trade publication websites (i.e., The Chronicle of Higher Education, Inside Higher Ed, etc.) for an established amount of time. The THEC Human Resources Director can be charged to organize the subsequent submissions and transmit to the Commission for consideration. The Commission could then meet via a properly noticed special called meeting to determine a viable candidate for consideration.
- The Commission may consider the immediate employment of a candidate, in accordance with statutory authority, whose titled position, salary and duties are at the will of the Commission.