

Board Policy on Recommending Candidates for At-Large Board Positions
Board of Trustees of Oregon Institute of Technology

1.0 Goal

Under ORS 352.076(2)(a), Oregon Tech Trustees are appointed by the Governor and confirmed by the Oregon Senate. It is a goal of the Board of Trustees to recommend, for the Governor's consideration, at-large candidates who meet the individual characteristics desired for the Board and complement the needs of the Board as a whole.

2.0 Purpose

The purpose of this policy is to guide the Board's efforts in identifying potential candidates to recommend to the Governor for at-large Board positions.

3.0 Board Composition

3.1 The Board should be composed of members who have:

- 3.1.1 A commitment to public higher education;
- 3.1.2 A record of interest or involvement in public or community service;
- 3.1.3 Knowledge of complex organizations or academic institutions;
- 3.1.4 Demonstrated collaborative leadership;
- 3.1.5 A willingness and availability for constructive engagement;
- 3.1.6 A commitment to open-minded, non-partisan decision making; and
- 3.1.7 A record of integrity, good judgment, and civic virtue.

3.2 There should be a balance of perspectives, backgrounds, experience and skills among the members of the Board. These could include, but are not limited to:

- 3.2.1 Gender, ethnicity, age, geographic location, and other expressions of diversity;
- 3.2.2 Experience that will benefit the Board and the university;
- 3.2.3 Personal and professional skills;
- 3.2.4 Unique skills and competencies;
- 3.2.5 Complementary skills and perspectives;
- 3.2.6 A broad range of professional fields; and
- 3.2.7 Alumni relation or institutional memory.

4.0 Process

The process for identifying, vetting, and recommending potential candidates will include the following:

4.1 Conduct Needs Assessment

When a vacancy on the Board is anticipated or occurs, the Board Secretary in consultation with the President and Board Chair, will conduct a needs assessment analyzing the present Board membership against the composition identified in Section 3 of this policy. In conducting the needs assessment, the Board Secretary, in consultation with the President and Board Chair, will consider the results of the most recent self-assessments conducted by the Board.

4.2 Vet Potential Candidates

Based on the needs assessment, the President will identify potential candidates. To assist the President, the Board Secretary will maintain a list of individuals submitted by sources such as Trustees, the President, senior administrators, alumni, and others. The President will vet potential candidates in consultation with the Board Officers. Vetting may include a discussion with potential candidates about their interest, readiness for nomination, fit with the desired characteristics and the responsibilities of trusteeship which include but are not limited to:

- 4.2.1 Commitment of time and talent; attendance at and participation in board and committee meetings;
- 4.2.2 Ability to maintain a university-wide perspective on issues and concerns;
- 4.2.3 Promotion of the university mission through advocacy and oversight of policy;
- 4.2.4 Active involvement in the life of the university;
- 4.2.5 Service as an ambassador for the university; and
- 4.2.6 Use of personal and professional skills and contacts in attracting public support of the university in the form of funding as well as recognition of university achievements and contributions to the public good.

In addition, the impact of any conflicts of interest (or potential conflicts of interest) will be evaluated. Candidates who will be recommended to the Executive Committee will be asked to complete an application packet including the Governor's Executive Appointment Interest Form and Background Information Form, a short biography, a resume, and a statement of interest.

4.3 Present Recommendations

The President will present one complete application packet per vacant position, of a potential candidate who is willing to serve and who satisfies the needs identified by the needs assessment, to the Executive Committee. If the Executive Committee concurs with the President's recommendation(s), the Chair, through the Board Secretary, will submit the name(s) of potential candidates on behalf of the Board of Trustees to the Governor for consideration. If the Committee does not concur with the President's recommendation(s), it may direct the President to provide additional or alternative recommendations. The Board Secretary will notify the applicant that their information was forwarded to the Governor for appointment consideration.