



MEMORANDUM

From: The Canisius College Board of Trustees
To: Presidential Search Committee
Re: Presidential Search Committee Charge
Date: August 11, 2021

The Canisius College Board of Trustees presents the following charge to the Presidential Search Committee:

That the Search Committee present to the Board of Trustees the names of not more than three candidates for the Presidency of the College. Final interviews of the candidates and the ultimate choice of Canisius College's 25th President shall be the responsibility of the Board of Trustees. Pursuant to the bylaws of the college, the President shall serve at the pleasure of the Board of Trustees.

The following specifies the Board of Trustees' expectations with respect to the search process and the authority granted to the search committee:

- The Search Committee is authorized to identify and work with a selected third-party executive search consultant to recruit and screen candidates in accordance with Canisius policies and procedures. The search firm will work in partnership with the committee to guide the search process, develop the position description for the President, and vet candidates.
- In partnership with the executive search firm, the Search Committee will execute a national search to attract highly qualified candidates. The Search Committee will deliver a strong and diverse pool of candidates, each of whom are able to demonstrate an ability to steward a growth in the spirit and practice of the college's Catholic, Jesuit mission, identity and values. The Search Committee will conduct its search in accordance with the Canisius College Nondiscrimination Policy and the Hiring for Mission Policy.
- The Chair of the Search Committee and the Chair of the Board of Trustees will coordinate with the USA East Province of the Society of Jesus to keep them abreast of the search process and collect their input. The Provincial ultimately has the responsibility to mission the President as leader of a Jesuit college and cooperate with and support the President in this role.
- The Search Committee will adopt a timetable for the search that will begin in August 2021 and lead to a final selection by the Board of Trustees during the spring semester of 2022. The

Board of Trustees requests that the Search Committee proceed as expeditiously as possible and present regular progress reports to the Board.

- The Search Committee will design a comprehensive and inclusive interview program that involves various stakeholders of the campus community, including Trustees of the Board.
- Members of the Search Committee will serve as ambassadors for the college in their engagements with consultants and candidates during the search process.
- The Search Committee Chair will make periodic reports to members of the Canisius College community and to the Board of Trustees about the progress of the search. The Search Committee Chair will serve as the official spokesperson for the Search Committee and is the only individual authorized to speak publicly about this search, though always maintaining confidentiality about the applicant pool and related matters.
- The Search Committee will collect feedback from constituencies on the quality of the candidates' interviews and prepare a report for the Board of Trustees that will provide a summary of the search process along with the strengths and areas of concern for each finalist in an unranked format.
- Members of the Search Committee must uphold confidentiality during this process and understand that any communications concerning the progress and results of the Search Committee activities will be coordinated by the Chair of the Search Committee. In order to attract and retain the most qualified candidates in this search, search committee members will refrain from outside discussions about potential candidates or the internal workings of the search process. All information and deliberations of the Presidential Search Committee pertaining to candidates shall be kept in strict confidence by members of the search committee.

The Board of Trustees is grateful for the time, energy and wisdom you have committed to this important work for Canisius College.