



UNIVERSITY
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SYSTEM

Dear Colleagues:

The search for UH Mānoa's next chancellor is critical to the future not only of the Mānoa campus, but also of the university system and our state. As the university's flagship campus, Mānoa must provide excellence and leadership in undergraduate, graduate, and professional education, and in research and service to the community.

UH Mānoa has accomplished a great deal in recent years, emerging as a leading public research university and securing reaccreditation with a resounding vote of confidence from the Western Association of Schools and Colleges (WASC); but much more remains to be done. The search for a new chancellor is an opportunity for the UH Mānoa community to reaffirm the values we share as we work together to recruit an outstanding academic leader.

We will begin a nationwide search for the next chancellor this fall. The Search Advisory Committee will be charged with receiving applications and nominations, vetting candidates, and providing me with a list of four to six highly qualified candidates. From the list provided, I expect to make a recommendation to the Board of Regents during the spring semester for its consideration. It is urgent that we begin this process immediately and move forward expeditiously, both because there is much work to be done in a few short months and because a number of other universities are also conducting national searches for campus chief executives at this time.

Dr. Klaus Keil, a distinguished faculty member in the Hawai'i Institute of Geophysics and Planetology, has agreed to serve as chair of the search advisory committee, and Mr. Mark Fukunaga, a business and community leader and former member of the Board of Regents, has agreed to serve as co-chair. Dr. Robert Cooney, UHM Faculty Senate chair, has also agreed to serve on the committee.

The remaining committee members will be selected in accordance with the process outlined below in the charge to the UH Mānoa campus community. The charge is based on the process used in previous successful searches at UHM and includes a significant number of faculty and other constituencies. In the very near future, I will be asking the UHM Faculty Senate for faculty nominees to serve on the committee, and similarly will be asking other constituencies to submit their nominees. It is my goal to have the committee appointed by the end of September.

I look forward to working with the UH Mānoa community on this crucial matter.

M.R.C. Greenwood
President

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PRESIDENT'S CHARGE TO THE UNIVERSITY OF HAWAI'I AT MANOA PRINCIPLES AND GUIDELINES FOR THE SEARCH FOR UHM'S NEXT CHANCELLOR

SEARCH PRINCIPLES

The selection of the chief executive of the University of Hawai'i at Mānoa (UHM) is critical to the future of UHM, the University of Hawai'i System, and the state. Therefore, this charge is being presented to the Mānoa community for the conduct of a search for a new chancellor. The principles embodied in this charge are based on previous executive searches conducted at Mānoa, have been successful in other searches, and will help to ensure a successful search for the next chancellor for UHM.

The timing of the search for the UHM Chancellor is intended to culminate in the appointment of a new chancellor to begin service in the summer of 2012 to coincide with the transition of the current chancellor.

The search must be open and provide for the participation by the UHM faculty and other stakeholder groups. While the search process must be transparent, strict confidentiality must be maintained with respect to the identity of applicants and of nominees. The content of all deliberations by the Search Advisory Committee must likewise be kept confidential. Only when candidates accept an invitation for an on-site visit may the candidate's name be made public along with appropriate candidate information, e.g., short biographical sketch, published CV, picture.

An executive search firm will be retained to assist the Search Advisory Committee in the search process. The executive search firm will be expected to cast the widest possible net to create a diverse pool of local, national and international candidates who meet the qualification requirements and who will be able to lead UHM forward.

The Search Advisory Committee's role is advisory; it is not a selection committee. The committee will be asked to recommend 4-6 candidates to President Greenwood, along with the committee's assessment of their strengths and weaknesses and any comments that may be received based on the candidates' campus visits. The president will then make a recommendation to the Board of Regents.

SEARCH GUIDELINES:

1. Search Advisory Committee Membership

Chair (faculty) - Klaus Keil, Planetary Scientist, Hawai'i Institute of Geophysics and Planetology

Co-Chair (community member) - Mark Fukunaga, Chairman & CEO at Servco Pacific Inc.

UHM Faculty Senate Chair Robert Cooney

- 6 UHM faculty members
- 1 UHM undergraduate student
- 1 UHM graduate student
- 1 UHM clerical representative
- 1 UHM administrative/professional and technical representative
- 2 UHM Deans
- 1 Director of an organized research unit
- 1 UH Association of Research Investigators (UHARI) representative
- 2 representatives of the Native Hawaiian campus groups
- 1 community member
- 1 UHM alum
- 1-2 additional members to be selected for purposes of balance

The committee must be broadly representative. Nominations to the committee from stakeholder groups should represent a diverse pool of potential Search Advisory Committee members from which appointments will be made.

The Faculty Senate Executive Committee will be requested to provide a list of potential faculty members to serve on the Search Advisory Committee. In preparing its list, the Senate will be requested to provide a listing of 12-15 faculty members from which the president, in consultation with the chair and co-chair, will select the 6 additional faculty members to serve on the Search Advisory Committee. In preparing its list of potential faculty committee members, the Senate will be requested to include faculty members with national and/or international reputations in their respective disciplines, faculty from across the many UHM disciplines, and faculty from professional schools and organized research units, while taking into consideration the need for gender and ethnic diversity. For each of the faculty members presented by the Faculty Senate for consideration, it is requested that the following be provided: a short biography, any webpage addresses where the faculty may have posted a copy of their CV and other information (or a copy of the faculty member's CV), and any other information about the faculty member's background, interests, and experience that may assist in selecting members for the committee.

The Associated Students of the University of Hawai'i (ASUH), the Graduate Student Organization (GSO), Native Hawaiian campus groups, the Clerical Association and APT Council in consultation with their respective collective bargaining representatives, and other constituency groups will be asked to provide lists with the names of multiple individuals from their respective constituencies to be considered for service on the Search Advisory Committee.

The president, in consultation with the chair and co-chair, will make appointments to the Search Advisory Committee from the lists provided by these organizations.

2. Advertising the Position

In addition to publication of the vacancy announcement in a manner compliant with university administrative procedures, announcements for the vacancy will be published in other specialized places (publications and web sites) to promote consideration by diverse groups. The committee may accept both applications and nominations for referral to the executive search firm.

While the date for the initial screening of applications received will be included in the advertisements, there will also be a notice of continuous recruitment until the Board of Regents appoints a new chancellor. This means that the committee may accept applications and nominations for consideration up until such time that a new chancellor is appointed.

3. The Search Advisory Committee

Charge to Committee. The president will meet with the committee to deliver a charge to them and to discuss the search process. The Search Advisory Committee chair and co-chair may meet personally with key constituencies during the process and will provide progress reports to the president from time to time.

EEO/AA Overview. The committee will receive training in EEO/AA rules and regulations and the critical nature of maintaining strict confidentiality throughout the process.

Internal Organization. The committee may organize itself internally into subgroups responsible for particular tasks or particular stages of the process.

Review of Applicants and Nominees. The committee will review and consider the applicants and nominees for the purpose of identifying approximately five (5) to eight (8) qualified candidates to be invited for on-site visits and interviews. Based on on-site interviews and vetting process, the committee will submit to President Greenwood an unranked list of approximately four (4) to six (6) names along with a listing of strengths and weaknesses of each of the candidates and any comments that may be received during the on-site interviews.

Until candidates have accepted invitations for on-site visits, the names and all associated information about the candidates shall be strictly confidential. Only after candidates accept invitations for on-site visits may their names be made public along with appropriate candidate information, e.g., short biographical sketch, published vita, picture.

Decision process. While a decision should be reached that is broadly supported within the committee, unanimity is not required; no Search Advisory Committee member or group shall have a veto.

Candidates. If, at the conclusion of the search process, the Search Advisory Committee or any member thereof is unsatisfied with the field of candidates, those concerns should be communicated to President Greenwood. Upon receipt of the concerns, President Greenwood will determine the appropriate course of action. Following receipt and consideration of the Search Advisory Committee's finalists recommendations, the president may discuss the finalists with the chair and co-chair and consider options, to include forwarding a recommendation to the Board of Regents or directing the initiation of other appropriate action.

4. Candidate Vetting

Candidates invited to make on-site visits will be advised that they will be expected to participate in professional meetings and social events. Candidates will be asked to meet with the Search Advisory Committee, students, faculty, staff, university executives, and members of the community at-large; make public presentations; engage in question and answer sessions; and attend social events. In addition, each candidate will have an interview with the president. At the conclusion of the on-site visits, the university's internal and external community will be invited to provide comments regarding each candidate's strengths and weaknesses for consideration by the committee and for transmittal to the president.

Following consideration of input from the Search Advisory Committee and comments received, the president may identify a candidate to be recommended to the Board of Regents along with the major terms of employment. Until the Board of Regents has taken action on the president's recommendation, no information will be released about the candidate being recommended.