

**The University of Texas Medical Branch at Galveston  
Presidential Search**

**Frequently Asked Questions**

**Q: *How long will the search process take?***

A: The Chairman of the Board of Regents has set a goal of naming a new president of UTMB by May 2007. A search committee has been named and will be working with an executive search firm to set a timeline for the process to include scheduling of advisory committee meetings and required Board actions and meetings to achieve that objective.

The current chairman of the UT System Board of Regents is James R. Huffines of Austin.

**Q: *Who will be organizing the search?***

A: The Executive Vice Chancellor for Health Affairs is charged with the task of organizing and managing the presidential search process for all health campuses, including UTMB, and serves as the chair of the search advisory committee. Kenneth I. Shine, M.D., is the executive vice chancellor for health affairs (Biography attached and on web at: <http://www.utsystem.edu/hea/ShineBiography.htm>)

**Q: *Who serves on the Presidential Search Advisory Committee?***

A: The composition of a Presidential Search Advisory Committee is set by the Regents' *Rules and Regulations*. Regents' *Rules and Regulations* allow for a search committee to include the following members:

- The Executive Vice Chancellor for Academic Affairs (for academic campus president searches) or the Executive Vice Chancellor for Health Affairs (for health institution president searches) chairs the committee.
- At least one regent appointed by the Chairman of the UT System Board of Regents.
- Two presidents from other UT System institutions appointed by the Chairman of the UT System Board of Regents.
- The Dean of the Medical School
- Three faculty members from the institution are selected by the faculty governance organization.
- One student member in good academic standing is selected by the student government.
- One non-faculty staff member of the institution is selected by institution's employee council.

- The President of the alumni association.
- At least two community/external representatives, to be appointed by the Chairman of the UT System Board of Regents.

*(Regents' Rules and Regulations, Series 20201, "Presidents" is attached and can be viewed online at:*

*<http://www.utsystem.edu/bor/rules/20000Series/20201%202004%2012%2010%2001.pdf>)*

**Q: *Will a search firm be used?***

A: Yes. UT System has contracted with **Spencer Stuart**, an executive search firm, to support the Presidential Search process.

**Q: *Will this position be advertised nationally?***

A: Yes. Advertisements will be placed in trade, national, state and local publications.

**Q: *Who can nominate candidates?***

A: Anyone can nominate an individual for consideration for president. Nominations and applications will remain confidential. A complete nomination would include a recommended candidate's name, current position and contact information. Individuals may also self-nominate for the position.

**Q: *How can someone be nominated for president?***

A: Send the name, current position and current contact information for the nominee to Spencer Stuart. The nominee will be contacted and asked to submit an application for consideration. The identity of the nominator is kept confidential from the person being nominated.

*Via email to Spencer Stuart:*  
[lmedoff@spencerstuart.com](mailto:lmedoff@spencerstuart.com)

*or in writing to:*

Ms. Lynn Medoff  
Spencer Stuart  
Financial Centre  
695 East Main Street  
Stamford, Connecticut 06901

**Q: *When will the candidates' names be made public?***

A: Under Texas State law, only the names of a finalist or finalists must be made public at least 21 days prior to selection of a president. The Search Advisory Committee will screen nominations and applications and forward a list of prospective candidates for consideration by the UT System Board of Regents. The Board of Regents will then determine which candidate to interview prior to naming a finalist or finalists for the position and make a public announcement of the name(s).

**Q: *How many names will be forwarded by the Search Advisory Committee?***

A: Regents' *Rules* call for a candidate list of no more than 10 candidates for the Board's consideration.

**Q: *What do the Regents do once they get the list of candidates?***

A: The Board has full discretion concerning selection of finalists for the position of president of any UT System institution.

**Q: *What happens when a list of finalists is named by the Board of Regents?***

A: Generally, each finalist named by the Board is scheduled for a visit to the campus to meet with students, faculty, staff and representatives of the community.

**Q: *What are the benefits to UTMB of having a national search for a new president?***

A: A national search for a new president focuses community, state, and national attention on a university. It is an opportunity for many to learn more about the institution and for others to update their previous knowledge of the university and its accomplishments. A search can advance the achievements, image and reputation of an institution with its various constituencies. Searches are a very valuable recruiting tool for institutions in attracting new faculty, staff, administrators and students through the increased visibility that comes from a national search for a president.