

OREGON INSTITUTE OF TECHNOLOGY

Candidate Application for Faculty, Staff, and Student Board of Trustees Positions OIT-01-002

Per Oregon Revised Statute 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, faculty, staff and student candidates who meet the individual characteristics desired for the Board and complement the needs of the Board as a whole.

The purpose of this policy is to guide the President's efforts in identifying potential candidates to recommend to Board, for ultimate consideration by the Governor, for the faculty, staff and student positions.

The Board should be composed of members who have:

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

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:

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

When a vacancy of the faculty, staff or student position on the Board is anticipated or occurs, the Board Secretary will send a notice to all faculty, staff and students, at a minimum via email, outlining the application process and timeline based on meetings of the Legislature and Board of Trustees, and requesting applications from those eligible and interested in serving on the Board. The faculty, staff and student terms are limited to two years, usually beginning July 1. If a seat is vacated mid-term the position will be filled by reviewing applications previously submitted for the two-year term.

Per the Oregon Tech Board of Trustees Bylaws, faculty and staff Trustees are permitted reasonable leave with pay at their regular salaries during their regular work hours as employees of the University to attend meetings of the Board and other official Board functions.

The faculty, staff, and student Trustees do not represent a particular constituency when sitting as a Trustee. Per the Board Policy on Ethics and Conflict of Interest, Trustees are expected to put aside parochial interests, keeping the welfare of the entire institution, not just a particular constituency, at all times paramount. Authority is vested in the board collectively and not in any individual Trustee; acting upon parochial interests or for the welfare of a particular constituent or constituency could impede the Trustee's ability to discharge his or her fiduciary duty to the entire institution.

APPLICATION PROCESS

1. Applying

A complete application packet will include a State of Oregon Executive Appointments Interest Form (http://www.oregon.gov/gov/admin/Pages/How_To_Apply.aspx), a short biography (occupation, experience, key tasks, awards; location; professional details; education; boards, philanthropy, activities), a resume, and a statement of interest (a brief paragraph stating why you would like to be a part of the Board of Trustees). Emails with links to information will not be accepted.

All applicants are subject to a background check as part of the Governor's office review. It is important that anything that could potentially be an issue in an applicant's past be identified. Applicants can use a separate piece of paper to disclose this information. Notification about something in an applicant's past does not automatically exclude one from appointment; but it is important that this information is disclosed in the beginning of the process.

Application packets should be typed or printed in black ink and may be submitted by electronic mail to the Board Secretary or hand-delivered or mailed to: Office of the Board of Trustees, Oregon Tech, 3201 Campus Drive, Snell 210, Klamath Falls, OR 97601.

Once an application is submitted it will be placed in the Board's file for consideration for the term-filled position and any non-traditional vacancy during that two year term. An acknowledgment of receipt will be sent to the applicant by the Board Secretary.

2. Preliminary Review

The Board Secretary will determine whether all required information has been provided. Copies of complete applications will be given to the review committee for ranking; the review committee will include the Provost, Vice-Presidents and Associate Vice-Presidents, Faculty Senate President, ASOIT Presidents (alternating between Klamath Falls and Wilsonville) Administrative Council Chair, or their respective designee.

A needs assessment, analyzing the present Board membership against the preferred board composition identified in Oregon Tech Policy 01-002, shall be conducted by the Board Secretary, in consultation with the President and Board Chair, and take into consideration the results of the most recent self-assessments conducted by the Board.

When ranking applicants general qualifications that shall be taken into consideration include, but are not limited to:

- experience that will benefit the Board and the university;
- personal and professional skills;
- commitment to perform all trustee responsibilities and duties and ability to commit the time necessary to fulfill such responsibilities and duties;
- a strong record of interest or involvement in higher education or philanthropic activities;
- ability to contribute to Board diversity, including but not limited to gender, ethnicity, race, age, disabilities and geography;
- a history of leadership and achievements that reflects high standards; and
- a reputation at the university as a person of intelligence, integrity, skill, experience and good judgment.

In addition, the impact of any conflicts of interest (or potential conflicts of interest) will be evaluated.

3. University President Review

The application packets and review committee rankings for the top three candidates for each vacancy will be submitted to the President of the University for review. The President may choose to have face-to-face meetings with these candidates. The President will forward one name from this group of candidates, and the application packet, to the Board Chair for each vacancy.

4. Board Chair Review

The Board Chair, in consultation with the Executive Committee, shall review the application packet and make a determination to recommend the applicant to the Governor or request an additional applicant from the President.

Once an applicant is selected, the Board Chair will notify the Board Secretary of the recommendation; the Board Secretary will notify the applicant that they are actively being considered for appointment and forward the complete application packet to the Governor's office for appointment consideration.

5. Governor Appointment and Senate Confirmation

Membership of the board is established by law. Trustees are appointed by the Governor of the State of Oregon and are subject to confirmation by the Oregon Senate in a manner prescribed by law. Applicants will be notified by the Governor's office if they are nominated for a seat on the board.

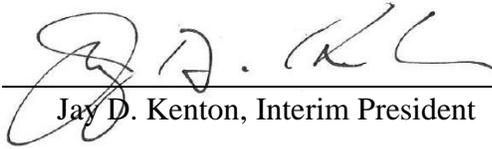
Recommended by:

Faculty Senate – March 01, 2016

ASOIT Council – March 01, 2016

President's Council – June 9, 2016

Approved: _____



Jay D. Kenton, Interim President

Date: _____ August 1, 2016