



Framingham

State University

Search Committee Charge

July 12, 2021

With the help of the Framingham State University community and search firm, prepare a statement of institutional opportunities and challenges for the next president.

With the help of the Framingham State University community and search firm, prepare a statement of desired presidential characteristics necessary to realize those opportunities and challenges.

Conduct an active, national and even international search to attract a diverse pool of highly qualified candidates.

Serve as ambassadors for Framingham State University in energetically promoting the institution's strengths and values.

Work in partnership with the search firm to organize and implement the search process, including communications with candidates and references, maintenance of records, and arrangements for interviews.

Maintain absolute confidentiality concerning the names of candidates and discussions within the Committee throughout the search and beyond.

Make regular reports to the Board and to members of the Framingham State University community about the progress of the search process while maintaining confidentiality about candidates.

Recommend to the Board three final candidates, unranked, with substantiation of the Committee's conclusions that the candidate(s) meet the criteria originally set forth.

Organize a process for introducing final candidates to the Framingham State University community and Board of Trustees and collect feedback from candidates' visits to inform the Board's decision.



Framingham State University

Code of Ethics

DATE

By my signature below, I pledge to adhere to the following:

- 1) As a participant in the search process for the President, I accept my responsibility shared by the members of the Search Committee (“Members”) to protect the integrity of Framingham State University and all prospects and candidates.
- 2) I acknowledge that only the Chair of the Search Committee is authorized to speak to the news media or any other publication or media outlet, or to respond to any inquiries, on behalf of the Search Committee.
- 3) I agree to disclose promptly to the Chair of the Search Committee any conflict of interest, or the appearance thereof, as a result of a relationship between me and any prospect or candidate, or for any other reason.
- 4) I acknowledge that information is a crucial component of the Search Committee’s work. This work includes, without limitation, information developed and received about prospects, candidates and their employing institutions. I understand maintaining the confidentiality of this information is necessary to attract high quality finalists, to avoid putting their current positions in jeopardy, and to protect the integrity of such individuals and Framingham State University. Specifically, I will adhere to the following principles:
 - I will respect the **absolute confidentiality** of all prospects and candidates. I will not reveal the identity of, or any other information about, prospects and candidates before or after the Search Committee completes its work.
 - I will respect the confidentiality of all Search Committee meetings and discussions.
 - I will be fair, accurate, honest and responsible in my management of information germane to the search.
 - I will give accurate and complete reports on candidates to the Search Committee Chair or his designee if requested.
- 5) I will place the best interests of Framingham State University ahead of all special and personal interests and I will use common sense and good judgment in applying ethical principles to this search process.

Please acknowledge your understanding of your obligations by signing below and returning the signed agreement to Ann S. McDonald, Chief of Staff, General Counsel & Secretary to the Board of Trustees.

Please do not hesitate to contact NAME, Search Committee Chair at kfoley@framingham.edu or WittKieffer at FraminghamPresident@wittkieffer.com should you have questions.

Printed Name

Date

Signature

Your Search Team

Like Framingham State University, WittKieffer's work is driven by a commitment to excellence fueled by collaboration. The firm's approach by design — and, as a result, its reputation — are built on teamwork. Your dedicated search team will be led by Lucy Leske and Philip Tang.



Through her executive search work, writing, speaking and professional activities, Lucy Leske continues to make an indelible imprint upon the higher education landscape. An executive recruiter since 1992 – and with WittKieffer since 1998 – Lucy has supported the hiring of hundreds of administrators who are helping to shape and position their institutions for the future.

During her tenure with WittKieffer, Lucy has led a broad range of searches, including presidential, vice presidential, decanal and provostial searches. Her areas of expertise include presidential and CEO positions; academic leadership in arts and sciences, law, engineering, education and business; finance and administration; inclusion and diversity; international leadership; and advancement and philanthropy.

She has published national articles and presented at professional conferences sponsored by the American Council on Education, the National Association of Diversity Officers in Higher Education, the Millennium Leadership Institute of the American Association of State Colleges and Universities, Association of Public Land Grant Universities, and TIAA-CREF Institute. Her topics have included leadership transition and assessment, professional development for women and underrepresented individuals, and the recruitment and retention of staff.

Lucy served as a founding member of the WittKieffer Diversity Council and works with clients to enhance diversity and inclusive excellence in leadership recruitment. She has played a key role in expanding WittKieffer's international executive search practice. She served for ten years on the Board of Trustees at Mitchell College in New London, Connecticut, and on numerous boards and committees related to environmental and community sustainability in her hometown of Nantucket, Massachusetts.

Education

B.A., Biological Sciences, Mount Holyoke College, South Hadley, MA

Certificate of Completion, Ecology, Marine Biological Laboratory, Woods Hole, MA



A consultant in WittKieffer's Education Practice, Philip Tang works on behalf of leading academic and research institutions to recruit and place senior executives in higher education, academic medicine and health sciences. He specializes in searches for presidents, provosts, academic deans and chief online officers. Phil has extensive experience partnering with boards, chief executives and search committees, managing complex search processes and providing guidance and counsel during periods of leadership transition and organizational change.

Prior to joining WittKieffer, Phil served 14 years in senior leadership roles at Johns Hopkins University. As vice provost for academic services, he had university-wide responsibility for online and digital initiatives and international programs and partnerships. Phil managed nearly 20 searches for university executives, including the provost and deans of every academic division.

Phil approaches each engagement with a collaborative spirit, uncompromising standards and a deep respect for the client's institutional culture and for each candidate's experience during the search process. He brings to his practice a nuanced understanding of university administration and an institutional perspective on planning and executing an effective search.

Education

M.B.A., Johns Hopkins University, Baltimore, MD

B.A., Cognitive Science, Johns Hopkins University, Baltimore, MD

Research, Logistical and Administrative Support

WittKieffer affords you access to one of the largest research operations in the search industry devoted to gathering intelligence on executives in higher education and healthcare. The firm has 20 analysts, librarians and knowledge managers who generate original research for every search. We offer generous logistical and administrative support, both simplifying your work and allowing our consultants to focus on the candidate recruitment, screening and evaluation a global search requires.



Framingham State University - President Search

1. Name & Email (appreciated but not required)

2. Affiliation(s): (check all that apply)

- Student
- Faculty
- Administrative staff
- Support staff
- Alumnus/a
- Board member
- Community member
- Other (please specify)

3. Please share anything you would like the search committee to consider as we work in conjunction with our search firm, WittKieffer, to review presidential candidates. We are especially interested in the following questions:

What three words best describe the Framingham State experience?

What are the most exciting opportunities facing Framingham State in the next 3-5 years?

What are the most pressing immediate and long term challenges facing Framingham State and the next president?

What professional and personal characteristics should the next President demonstrate?

What is the most important single reason why someone should want to serve as president of Framingham State?

4. Spam Protection. Please answer this simple question. If the car is red, what color is it?

President Search Timeline & Search Committee Schedule



Date	Time	Meeting details	Activity
Week of July 12	Two hours	In person or Via Zoom	Search Committee Meeting 1 Charge to the committee Process and timeline overview Discussion of BHE guidelines and open meeting laws Open discussion of the opportunity
July	various	via Zoom	Campus Listening Sessions Search committee members and WK team members hear from stakeholder groups Intake survey launched
By August 1	2 hours	Via Zoom	Search Committee Meeting 2 Review of survey results Finalization of leadership profile and ad
August - September			WittKieffer active recruitment period
Mid-September	2 hours	Via Zoom	Search Committee Meeting 3 Preparation for candidate review DE&I/implicit bias conversation
Mid-September	Various	In person or Via Zoom	Additional campus listening sessions, if needed
Ten days prior to meeting #4			Available candidate materials posted for committee review.
DATE TBD			Application deadline
Early October	Four hours	In person or Via Zoom	Search Committee Meeting 4 – executive session Discussion and identification of candidates for interviews
Late October (two weeks following meeting number 4)	Two days	Via Zoom	First-round Candidate Interviews – executive session
Late October	Two hours	Via Zoom	Search Committee Meeting 5 – executive session Identification of candidates for referencing
Approximately two weeks			WittKieffer conducts media checks, credential verifications, and references
November	Two hours	Via Zoom	Search Committee Meeting 6 – executive session Selection of finalists
Within 24-48 hours			Finalists are made public
November-December	1-3 days per candidate	In person	Community Meetings with Finalists

Concurrent with community meetings	One hour per candidate	Via Zoom	The Commissioner and/or BHE interviews the recommended candidate/s and provides input to the BOT
Concurrent with community meetings	One hour per candidate	In person or via Zoom	BOT conducts interviews with finalists in open session
January	One hour	In person or via Zoom	BOT meets to review candidates and feedback and vote on a candidate for recommendation of appointment to be submitted to the Commissioner
DATE TBD			New president is announced upon approval by the BHE.

Important Dates:

September 2, 2021	Start of fall semester
September 6	Labor Day Holiday
September 6-8	Rosh Hashanah
September 15-16	Yom Kippur
November 11	Veterans Day Holiday
November 25-26	Thanksgiving Holiday Break
December 13	Classes end
December 22	Winter Break begins
January 17, 2022	Martin Luther King Jr. Holiday
January 18	Spring semester starts
February 21	President's Day
March 10-20	Spring break
April 18	Patriots' Day
May 6	Classes end
May 13	Spring semester ends
May 22	Commencement