



COLLEGE OF ELECTORS

TO: Members of the College of Electors

SPONSOR: Françoise Ko, Chair of the College of Electors

DATE: November 11, 2009 for November 26, 2009

AGENDA ITEM: 7

ITEM IDENTIFICATION: *Guidelines for the Interview Committee*

BACKGROUND:

The College of Electors has been asked to consider strengthening the interview process used as part of the evaluation of candidates for alumni members of the Governing Council. Specifically, a proposal for candidates selected by the full College to be interviewed by a subset of the College, i.e. the Interview Committee, will be considered on November 26th. If that proposal is approved by members, then I would ask that this proposal for a document that would provide direction to the Committee be considered. The proposed *Guidelines for the Interview Committee*, which is attached as Appendix "A", outlines the suggested interview procedures to be followed by the Committee. If approved, the *Guidelines* could be amended as needed by the College in the future.

Members of the College will still be

- Encouraged to attend committee, board, and Governing Council meetings to learn about how the governance system works;
- Required to learn about the overall as well as specific skill sets candidates are required to possess in a given year;
- Expected to identify strong candidates from among their constituent alumni groups and encourage them to apply for alumni member positions on the Governing Council;
- Asked to actively participate in the review of the application advertisement and materials; and
- Urged to participate in identifying mechanisms to improve the overall process and make the candidates' experience a positive one from beginning to end.

HIGHLIGHTS:

The proposal for an Interview Committee composed of ten members (the five members of the Executive Committee and five co-opted members of the College) has developed from the view that a more constrained interview environment would facilitate a more dynamic exchange between the candidates for alumni members of Governing Council and the interviewers. Recognizing, however, that such a model would enable only a portion of the College to contribute to the interview process each year, it is proposed that, over time, each alumni constituency should be represented on the Committee. Members of the Executive Committee, who are required to have completed at least one year of service on the College, would have gained an understanding of the College's evaluation process from previous years. Because of their past experience on the College, they would provide continuity to the interview process, regardless of whether or not they had served as a co-opted member of the Interview Committee in the past.

Guidelines for the Interview Committee (cont'd)

On the instruction of the College, the Interview Committee would interview candidates short-listed by the College, using set questions developed by the College. Following the interviews, the College would discuss the report of the Committee, which would provide a summary of the interviews with each candidate. Before proceeding to an election, the College might choose to ask the Committee to obtain additional information regarding individual candidates. That might be carried out by a phone call or through due diligence conducted by the Chair. The College would then elect by secret ballot the alumni members of Governing Council, following the procedures outlined in the College's Constitution (Section VI, page 5).

RECOMMENDATION:

Be it Resolved

THAT the proposed *Guidelines for the Interview Committee* be approved, effective immediately.



Appendix A

Guidelines for the Interview Committee

1. MEMBERSHIP

1.1 Composition

1. There shall be an Interview Committee composed of the five members of the Executive Committee of the College of Electors and five co-opted members of the College.
2. The intent is to encourage diverse representation among the alumni constituencies on the Committee, including balanced representation across campuses and disciplines. Over time, each alumni constituency should be represented on the Committee.
3. The five co-opted members will be elected by secret ballot at the second meeting of the College each Fall. If the number of members willing to serve as co-opted members of the Interview Committee is equal to five, it will not be necessary to hold an election; the College may simply approve their appointment.

1.2 Term

1. The co-opted members shall be elected for one-year terms and may only be co-opted once to serve on the Committee during a term on the College of Electors.

2. FUNCTION

1. The College will participate in the development of the set interview questions and may identify any additional candidate-specific questions to be used during the interview.
2. The Interview Committee will interview the candidates, including any incumbents, who have been selected by the College to attend an interview.
3. Following the interviews, the Chair of the College, on behalf of the Committee, will provide a report for the College on the interviews.
4. After receiving and discussing the report of the Interview Committee, the College may direct the Committee to obtain additional information or provide further advice regarding individual candidates before the College proceeds to an election.

November 11, 2009