

UNIVERSITY OF ILLINOIS SYSTEM

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Office of the Executive Vice President and
Vice President for Academic Affairs
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Barbara J. Wilson

Executive Vice President and Vice President for Academic Affairs

MEMORANDUM

TO: Chancellors and Provosts

FROM: Barbara J. Wilson 

DATE: January 16, 2018

SUBJECT: Approval for New Senior-Level Leadership Appointments

Each academic year, we share guidelines for approval of senior-level appointments that are to be submitted to the Board of Trustees (BOT). We recently created a new document to help address questions that have come up from time to time (see attached).

Appointments in the top box require advance review of candidate materials by *both* the President and the BOT, so please take into account the extra time needed prior to a BOT meeting. The middle box contains high-level senior appointments for which candidate materials are reviewed in advance by the President but not by the BOT. The bottom box contains appointments for which only basic information (name of candidate, title of position, proposed salary) is submitted by campus HR directly to the Secretary of the BOT. The President will review these appointments (no supporting materials are required) in the process of recommending them for the BOT meeting.

When recommending appointments that fall into the first two boxes, we ask that the following candidate materials be submitted to my office by each university:

- ✓ CV or resume of the selected candidate
- ✓ Letter from the Chancellor and/or Provost providing information about the search and the candidate
 - information about the conduct of the search
 - the name and current position of each finalist

- a detailed rationale for the individual selected
- a summary of recommendations/references sought as well as internal groups that were consulted about the appointment
- rationale and benchmarking for the proposed salary

The EVP/Vice President for Academic Affairs will review the materials and, in concurring with the recommendation, forward the proposal to the President. The President will review the case and if approved, will notify the university of the intent to take the recommendation formally to the Board of Trustees. Normally this review process will occur within one week of receipt of materials, so please take this into account when planning to submit proposed appointments for a BOT meeting.

Informal communication between the Provost or Chancellor and the EVP/Vice President for Academic Affairs is recommended to provide updates about the search and appointment process and to facilitate the final approval process

As a reminder, any public announcements about senior-level appointments in the top two boxes should not occur until the President has notified the university of his recommendation. In all cases, announcements must clearly state that **the appointment is subject to the approval of the Board of Trustees.**

Thank you for your assistance in streamlining the process.

Distribution:

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Review Process for New Senior-Level Leadership Appointments

This document contains information about the review process for new senior-level leadership appointments cross the U of I System. Several of the positions require advance review by the President and in some cases, by the Board of Trustees (BOT). All paperwork for the review process should be forwarded to the Executive Vice President and VP for Academic Affairs. Please note that appointments that require President/BOT review should be submitted well before BOT meeting deadlines. Given the need for speed and confidentiality for such appointments, the EVP and the President will work to ensure that reviews are conducted in a timely fashion (in most cases, less than a week).

Interim, visiting and acting appointments should follow the same procedures below.

