

APPOINTMENT OF VICE-PRESIDENTS (PROCEDURE)

1. As soon as it is certain that a vacancy of a vice-president's post to occur, the President is to notify the Board of Trustees to convene the search and screen committee. The committee will then initiate all procedures necessary for advertising the position, accepting applications and providing recommendations to the Board of Trustees for an appointment.
2. A Position Announcement Bulletin (PAB) is to be developed for dissemination purposes. The PAB will, as a minimum, contain essential data on the post, including: (a) position title; (b) duties and responsibilities; (c) requirements of the position; (d) experience and education that will be accepted; and opening and closing dates. The PAB will be reasonably descriptive to convey both salient and restraining characteristics of the post.
3. Letters of interest and resumes will be the acceptable form of response, if submitted within the announcement period. The search and screen committee may make ruling on late responses, so long as screening procedures have not been implemented.
4. The committee may accept responses to the PAB from all eligible applicants. In order of precedence, preference will be given to reservation Indian; off-reservation Indian and non-Indian.
5. The search and screen committee will determine evaluation criteria for screening purposes. The criteria should be weighted, based upon the requirements of the PAB. Rating sheets are to be attached to all responses on the announcement.
6. The search and screen committee is to provide priority ranking of the responses based upon evaluation criteria. All applications that have been reviewed and ranked will be submitted to the President for final review and screening.
7. The President will present the top five (5) slate of candidates to the Board of Trustees for final selection of Vice-President. The President may indicate his recommendation and/or preference for the final selection of a vice-president.
8. The Board of Trustees will provide the President with an approved slate of candidates in prioritized, descending order. This slate will take into account the recommendation and/or preferences of the

President.

9. In the event a primary candidate declines a vice-president's post, the President can make a selection on a descending order basis. The approved slate of candidates provides the basis for selection.