



## The American University of Kurdistan Policy for Appointment of President

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### I. INTRODUCTION

- a. **Authority:** The Board of Trustees at The American University of Kurdistan is authorized to establish rules and regulations to govern and operate the University and its programs.
- b. **Purpose:** This policy states the procedures by which the President of University will be appointed.
- c. **Scope:** This policy applies to the Board.

### II. ROLES AND RESPONSIBILITIES

- a. **Responsible Executive:** Chair, Board of Trustees
- b. **Responsible Administrator:** Presidential Search Committee
- c. **Responsible Office:** Chair's Office
- d. **Policy Contact:** Secretary of the Board

### III. POLICY STATEMENT

This policy, set forth by the Board of Trustees, shall be followed for the selection of the University President. The purpose of this policy is to implement Board Bylaws, authorizing the Board of Trustees to appoint a president of the University. This policy defines the roles and responsibilities of the Board of Trustees and the President, and the committees they appoint, when filling the vacant presidential position.

The Board of Trustees considers the selection of the President to be among its most important duties and maintains a strong commitment to the principles of inclusivity and consultation with institutional and community representatives. When a vacancy occurs or is imminent, the Board Chair shall consult with the Executive Committee of the Board to determine the process the Board will use in selecting a new President.

The duties and responsibilities of the president shall include, but not be limited to, adhering to Board policies and University procedures, employing personnel, providing innovative educational leadership, allocating campus resources, and implementing the Board's strategic plan.

#### **IV. PRESIDENTIAL APPOINTMENTS**

The President is appointed by the Board upon the recommendation of the Presidential Search Committee. The Board shall use one of the following options in appointing the President of University.

- A. Interim President:** An interim President may be appointed by the Board, upon the recommendation of the Board Chair, to temporarily fill a vacant presidency. The Board Chair, in consultation with the Executive Committee of the Board, shall determine the length and salary of the interim appointment. In determining the length of an interim appointment, the Board Chair shall consider the circumstances of the vacancy and the best interests of the University. The length of an interim appointment for a President may not exceed three years.
- B. President:** The Board is committed to hiring extraordinary leaders who meet the needs of the University through a selection process that is broadly consultative and transparent. The Board Chair oversees the presidential selection process. The Presidential Search Committee will provide regular updates to the Board Chair throughout the process. The Committee shall use one of the following options in recommending a presidential appointment to the board.
  - a. Search:** When there is a presidential vacancy, it is the Board's expectation that a search will be conducted. An interim President shall not be considered as a candidate in a search process for the permanent position without advance written authorization from the Board Chair permitting the interim appointee to participate as a candidate for the permanent position.
  - b. Search Waiver:** The Committee may waive the search process and recommend a candidate who best fits the needs of the University. Consideration of a waiver is initiated by a written recommendation to the Board by the Presidential Search Committee. The Board must determine the waiver is in the best interests of the University.

#### **V. SEARCH AND APPOINTMENT PROCESS**

##### **A. Composition of Presidential Search Committee**

When a vacancy occurs or is imminent, the Board Chair shall designate a Presidential Search Committee consisting of not less than three nor more than five Trustees including Secretary to be involved in the selection process for a replacement. The Board Chair shall designate a Chair of Presidential Search Committee.

The Presidential Search Committee, after consulting with members of the University constituents, may appoint the three non-Trustee members of the committee to include one faculty, one staff representative from the institution, and one student. The Presidential Search Committee shall consider diversity, particularly as it relates to gender, race, religion, and ethnicity, when making committee appointments. The committee has the option of recommending an internationally recognized search firm.

It is essential that the members of the Presidential Search Committee be dedicated to a single objective—the identification and recommendation of the strongest possible candidates for the President of University.

#### **B. President Qualifications**

The Presidential Search Committee may work with various constituents to produce a brief job description, taking into account the special characteristics of the University. The job description shall be inclusive and encourage applicants from various professional backgrounds. The Executive Committee of the Board shall approve the job descriptions.

#### **C. Progress Reports**

After the Presidential Search Committee finalizes the job description, the Committee shall conduct such interviews of semi-finalists as it deems appropriate. The Presidential Search Committee shall make periodic progress reports to the Board and shall continue to provide feedback on candidates until such time as the Committee is discharged by the Board Chair.

#### **D. Identification of Finalists**

The Presidential Search Committee shall subsequently provide a list recommending qualified individuals, in unranked order, along with an alphabetical list of all persons considered. The Committee may be asked by the Board Chair to provide oral presentations on the candidates under consideration. If any of the names on the initial list presented by the Committee are not accepted by the Board's Executive Committee, or if any of the recommended candidates withdraw from the search, then before the Committee is discharged, it may be asked to provide additional candidates from the list of persons considered as semi-finalists.

The Presidential Search Committee shall determine the finalists who will be invited to continue in the selection process, with up to three being a typical number invited for interviews.

#### **E. Finalist Interviews**

The Presidential Search Committee shall review all of the finalists, conduct interviews, work with the campus community to schedule campus visits for the finalists, and identify a candidate to recommend to the full Board of Trustees.

#### **F. Board Approval**

The full Board shall approve the appointment of the President, including salary. In case of not convening the full Board meeting, the Board can vest the power in the Board Chair to approve the appointment of the President.

### **VI. POLICY HISTORY**

- a. **Approved by:** Board of Trustees
- b. **Adapted:** March 15, 2019
- c. **Amended:** March 15, 2019
- d. **Reviewed:** October 15, 2025