

# Polk State College

## District Board of Trustees Rule

Rule Number	Subject	Rule Making Authority	Statutory Reference	SBE Rule Reference	Effective Date
6Hx21 1.10	Selection and Appointment of the College President	FS 1001.61-65	FS 1004.70	6A-14.026	6/24/19

The District Board of Trustees has adopted the following process to accommodate the selection of the College President:

1. When a vacancy occurs in the position of President of Polk State College, the Board shall appoint an Acting President until the orderly process of selection of a new President can be accomplished. The guiding philosophy shall be minimum disruption of the College operations. The Board shall comply with adopted EA/EO guidelines and applicable portions of Florida's Sunshine Law.
2. The Board shall advertise the vacancy (including a cutoff date) for receiving applications. Applications will be received and reviewed by a Screening Committee. The Board shall set such criteria as may be appropriate for qualifications of the new President. The Board shall request the Screening Committee to submit a number of qualified applicants, not in priority order, to the Board for final interview.
3. Florida Statutes and State Board of Education Rules clearly indicate that the Board has the ultimate responsibility for the appointment and employment of a President. The Screening Committee shall consist of a minimum of two (2) faculty members, one (1) member from the career staff, one (1) member from the Professional/Technical staff, one (1) administrator, one (1) member from the community-at-large (not connected with education), and one or more Trustees.
4. Applicants from within the institution shall submit their credentials to the Screening Committee in the same fashion as those applicants from outside the institution. The Board may interview qualified applicants from within the institution even though the Screening Committee may not have included these individuals in their final list.
5. The Board shall provide the new President with a contract for a minimum of one (1) year to a maximum of four (4) years and shall set salary and other benefits in accordance with appropriate laws, rules, and regulations.
6. An earned doctorate from a regionally-accredited graduate university shall be a requirement for the application for the position of President. The Board may establish additional requirements and procedures as it may deem appropriate.

**History:** Adopted: February 15, 1982

Revised: September 23, 1987; April 25, 1994; January 22, 2007 and  
June 24, 2019