



Dear Search Committee:

Thank you for agreeing to serve in this critically important search for the next president of Illinois Wesleyan University (IWU). I know your time is valuable, and we appreciate your commitment to helping support this process. As outlined in the "Code of Ethics" we have asked each committee member to sign, we expect all search committee members to maintain confidentiality throughout the search and work collaboratively in the best interests of IWU. The search committee will be expected to do the following over the course of the search:

- Solicit input from the constituency you are representing on the search committee and relay that feedback to the rest of the committee.
- Create a description of the position that defines the required and preferred qualifications and qualities that are to be demonstrated by candidates. The final draft of this document must be approved by the Executive Committee of the Board of Trustees.
- Engage in recruitment efforts that lead to a diverse and highly qualified pool of applicants.
- Ensure an inclusive and equitable process for the evaluation of candidates from the review of application materials through the initial interviews of candidates.
- Provide the name of one preferred candidate to the Executive Committee of the Board of Trustees, along with a ranking of additional acceptable candidates and an overview of perceived strengths and weaknesses of each candidate.
- Support the next president in their transition to the IWU community.

The search committee will be supported in this work by WittKieffer – a global executive search firm which specializes in higher education.

Again, I appreciate the time, energy and effort you have committed to this important process.

Sincerely,

Tom Lawrence, Chair, Presidential Search Committee
Tim Szerlong, Chair, Board of Trustees