



Center for Research Libraries CRL President Search Committee

I. Purpose

The CRL President Search Committee shall be responsible for conducting the search process and making a recommendation to the CRL Board of Directors for the next president of the Center for Research Libraries. The ideal candidate will capture the values and vision of CRL, further develop its strategy and business model, and engage collaboratively with member institutions and the CRL staff in shaping the future.

II. Composition & Term of Service

The search committee shall consist of ten members, including a chair, representing the breadth of CRL member institutions, including (but not limited to) institution type, library size, and geographic region. All search committee members will be required to sign a confidentiality agreement. The term of service will begin in January 2024 and run through June 2024, pending any adjustments to the search timeline.

Search Committee members are not eligible to apply or be considered for the CRL President position in this search cycle.

III. Quorum

A simple majority of the search committee members (six) shall constitute a quorum for conducting the business and decisions of the search committee.

IV. Duties and Responsibilities

The search committee shall be responsible for conducting the search process, in collaboration with an executive search firm, for the next CRL President by:

- Determining, in coordination with the Board, a common understanding of the desired attributes for the next president that align with CRL's mission/vision and near-future priorities, to guide and inform the position profile and criteria for reviewing candidates.
- Preparing and issuing a position profile, with input from CRL members, stakeholders, and/or staff, as the committee deems appropriate.
- Actively soliciting potential candidates to foster a diverse pool of viable candidates.
- Developing a screening tool (i.e. rubric) to facilitate a consistent methodology for reviewing applications and conducting interviews.
- Reviewing the pool of confirmed candidates, conducting a round of preliminary interviews to determine 3-5 finalists.
- Conducting a final round of interviews in-person.
- Preparing a final report to the CRL Board of Directors, indicating an assessment of the finalists and the committee's recommendation for the next CRL President.
- Maintaining confidentiality and discretion throughout the process.

V. Reporting Procedures

The search committee shall prepare a final report to the CRL Board of Directors by spring 2024, clearly indicating the committee's recommended candidate for the CRL President position. The report should also provide relevant information about the other finalists that were considered, as the committee sees fit. The CRL Executive Committee shall be responsible for final selection and approval of the candidate, and the CRL Board Chair shall make an offer and negotiate an employment contract.

The search committee chair shall provide monthly updates to the CRL Executive Committee at their regularly scheduled meetings.

VI. Meetings

The search committee shall meet at the discretion of the committee chair. The committee will likely conduct a round of in-person interviews with finalist candidates; location and timing shall be determined by the chair.

Approved by the CRL Executive Committee, December 2023.