

Shared Governance Consultant Task Force
Task Force Charge
February 2018
Revised 03.06.18

Thank you for agreeing to serve on the Shared Governance Consultant Task Force. It is the university's tradition to appoint and actively involve Task Force members from all stakeholder groups (faculty, staff, students, and administrators) in this critically important process and your commitment to serve is greatly appreciated.

President Morales is commencing a nationwide search for a talented, experienced, and accomplished consultant who can assist California State University, San Bernardino (CSUSB) with strengthening shared governance across the university. Consultants who are considered for this opportunity must be well-versed experts in shared governance at the academy, able to carefully listen and consider the perspectives of all stakeholder groups, and effectively mediate where appropriate between stakeholder groups. The goal will be to produce a statement of shared governance at CSUSB, including an enhanced understanding of differentiated decision making at the university and what each stakeholder groups should generally expect.

Your role with the Task Force is to assist the President with identifying and screening qualified candidates for this important consulting appointment. The Task Force is expected to conduct an active search in a professional manner, guided by university policy and in compliance with all ethical, legal, and procedural requirements. While the Task Force is made up of multiple campus constituencies, each member is expected to serve for the betterment of the university and not just for a particular constituent group. Upon the selection of the consultant by the President, the work of the Shared Governance Consultant Task Force will end.

I have asked Provost Shari McMahon and VP Doug Freer to take responsibility for convening the Task Force, setting a meeting schedule that meets the needs of the members, and ensuring that work of the Task Force is successfully completed.

Specifically, the Task Force is charged with responsibility for the following:

1. Once selected, the Task Force convener(s) shall set the tone and pace of the Task Force's work, presiding at meetings, speaking for the Task Force on campus and before candidates, and delivering the Task Force's recommendations to the President.
2. The Task Force shall establish a timetable that will enable the successful consultant to begin work on the campus no later than Fall term 2018. This will require the Task Force to submit finalists under consideration before the end of Spring term 2018.
3. The Task Force will review and approve a request for qualifications (RFQ) that will be distributed to potential consultants, agencies, and/or professional organizations for consideration. The RFQ document should then be converted into a rubric through which each candidate will be objectively evaluated by the Task Force.
4. The Task Force must maintain strict integrity throughout this consultant review process. The

deliberations of the Task Force, as well as all information related to the Task Force's work, must be held in strict confidence, and disclosed only to the President on a need-to-know basis.

5. Task Force members will immediately report to the Task Force any personal or professional relationship with any consultant under consideration, or any other potential conflict of interest.
6. The Task Force will determine strategies to narrow the list of consultants under consideration to a list of finalists (no more than 3). This can be done via proposal screening, telephone interviews, Zoom or other on-line communication media, or other methods determined by the Task Force. Interviews must be conducted under like conditions for all consultants under consideration. The Task Force must develop an interview criteria and an evaluation tool which is scored and records maintained that articulates the decisions of the Task Force.
7. The Task Force shall submit the names and proposals of finalists for final consideration and selection. The final selection of the consultant will be made by the President, after careful review of the feedback and analysis of the Task Force.
8. Upon final selection of the consultant, the work of the Task Force will be complete.

Again, thank you for your service on this Task Force. I look forward to working closely with you over the coming months.

Tomás D. Morales
President