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| **Division of Finance and Business Operations** |  | **Procurement & Strategic Sourcing**  **5700 Cass Avenue, suite 4200**  **Detroit, Michigan 48202**  **(313) 577-3734**  **FAX (313) 577-3747** |

**September 19, 2022**

Re: **President – Wayne State University**

To Whom It May Concern:

Wayne State University is seeking an individual to fill the position of President – Wayne State University. Your firm was suggested as one of several to submit a quotation to conduct an executive search for a highly qualified individual to fill this position. This letter serves as a request for proposal and references for this purpose.

The Position Description is enclosed with this letter and we anticipate an annual compensation of approximately $500,000 to $600,000, commensurate with experience.

If you are interested in working with Wayne State University to locate and hire the best person for this important position, please submit your quotation for services and fees along with references for similar hires and your letter of engagement to the University Procurement & Strategic Sourcing. Delivery of Proposals are by electronic submission. The link for submission will be posted with the RFP details at [**http://go.wayne.edu/bids**](http://go.wayne.edu/bids). When visiting the Web Site, click on the "**Service**" link in green. You can also use the following link to directly access the submission form: <https://forms.wayne.edu/6308e440ada95>

**Please respond to this request by 4:00 p.m. E.S.T. on September 26, 2022** as follows:

Wayne State University

Attn.: Kenneth Doherty

Online Submission Link:

<https://forms.wayne.edu/6308e440ada95>

Thank you for your interest in doing business with Wayne State University. Should you have any questions or concerns, please contact me.

Sincerely,

**Kenneth Doherty**

Kenneth Doherty, CPSM

Assistant Vice President

Procurement & Strategic Sourcing

Enclosure

Cc: David Massaron, Chief Financial Officer and Senior Vice President

for Finance and Business Operations; Treasurer to the Board

**Wayne State University**

**President – Wayne State University**

**Executive Search Services**

**This section of the RFP lists requirements that require specific written responses or confirmations. To be considered for selection, the search firm must demonstrate in its proposal that it meets the following requirements and has provided all required information.**

**SCOPE OF WORK**

The University is seeking a full-service Executive Search Firm to execute a successful search for our next **President for Wayne State University**. The salary range for this position is anticipated to be approximately $500,000 to $600,000, commensurate with experience. The consultant will be expected to undertake, at a minimum, the design and execution of all steps to define the search, development of a collaborative description of duties for the position, find and recommend potential candidates that meet all requirements for the position to the University.

**Key Project Deliverables**

The selected search firm shall have extensive experience in performing searches for higher education clients, preferably with specific experience in recruiting for the highest-level executive positions for colleges and universities. The search firm must demonstrate an understanding of higher education search processes and should also have a proven national presence and capability to identify and recruit not only those individuals who may be in the job market, but those who may not be actively searching for a new position.

We ask that your proposal include the following information.

1. A brief description of your firm, including information relating to its organization and management practices.
2. Your firm’s experience with urban research universities, if any.
3. Your firm’s experience with successful placements for positions similar to the one for this RFP, and the names of those institutions in which those individuals were placed.
4. The name, biography and resume of the lead consultant who would be assigned to work with us, should your firm be successful in obtaining this contract.
5. An overview of how your firm views the role of the search committee members in the search, and the process you will use to build a pool of qualified candidates.
6. A list of at least three client references, including point of contact, company name, address, phone, and email.

A schedule of fees. In addition, an explanation of your billing practice should be provided in case of a failed or incomplete search (i.e., no candidate selected) or the case of a successful candidate who leaves in less than a year.

**General Information**

**The University reserves the rights to accept, reject, modify, and/or negotiate any and all proposals received in conjunction with the Request for Proposal.** It reserves the right to waive any defect or informality in the Proposals on the basis of what it considers to be in its best interests. Any proposal may be rejected which the University determines to be incomplete, conditional, obscure, or has irregularities of any kind.

This Request for Proposal (RFP) in no manner obligates the University to the eventual purchase of any services described, implied, or which may be proposed, until confirmed by written agreement, and may be terminated by the University without penalty or obligation at any time prior to the signing of an Agreement or Purchase Order.

Proposals are subject to public review after the contracts have been awarded. Firms responding to this RFP are cautioned not to include any proprietary information as part of their Proposal unless such proprietary information is carefully identified as such in writing, and the University accepts, in writing, the information as proprietary.

If you have any questions regarding this bid, please contact meby email at **ken-doherty@wayne.edu**

**Please respond to this request by 4:00 p.m. E.D.T. on September 26, 2022** as follows:

Wayne State University

Attn.: Kenneth Doherty

Online Submission Link:

<https://forms.wayne.edu/6308e440ada95>

**JOB DESCRIPTION**

**President – Wayne State University**

Wayne State University (WSU) in Detroit, Michigan invites applications and nominations for the position of President - Wayne State University. Our outgoing president, Dr. M. Roy Wilson, will be with Wayne State until early July 2023. President Wilson became the 12th president of Wayne State in 2013, joining the university to build on an impactful career in medicine and higher education.

Wayne State University is governed by an eight-member Board of Governors elected by Michigan voters. The board is responsible for selecting the university presidents, supervising the control and direction of university funds, setting tuition and other fiscal policies, determining compensation for services, and conferring degrees.

The President shall be the chief executive officer of the University and shall be elected by a majority of the voting members of the Board. The President is an ex-officio member of the Board without vote and, except as provided in Section 2.1 of the Board of Governors Bylaws, shall preside at the public meetings of the Board. The administration of the University is vested in the President, who shall carry out the policies established by the Board. The President may appoint advisory committees of faculty members, deans and other persons for such purposes as the President deems necessary.

The President shall designate such other executive officers of the University as the President deems necessary and shall designate their duties and responsibilities. The President shall recommend the appointment of deans and vice presidents, as delineated in Board Statute 2.12.01.01, to the Board for approval. The President shall make a report of all significant decisions and activities at each meeting of the Board for the preceding period.

The President or his/her designee is empowered to execute contracts, agreements, leases or other financial obligations on behalf of the University, as authorized by statute or resolution.

**Responsibilities:**

* The Wayne State University President is the Chief Executive Officer of the University and serves at the direction of the Board of Governors. The President, in collaboration with the Board, is responsible for developing and executing a strategic plan in alignment with the mission of the University.
* The President is to assure the University’s full compliance with all Board policies and priorities. This includes, but is not limited to, ensuring that the University remains financially sound and that accreditation standards are fully maintained.
* The President is responsible for developing annual budgets and operating the campus within the constraints of that budget. The President is also charged with maintaining a fund-raising program sufficient to meet or exceed budgetary requirements.
* Through appropriate administrators, the President oversees the recruitment, development, direction, and retention of all faculty and staff. The President’s direct reports currently include the Provost and Senior Vice President for Academic Affairs, and the Vice Presidents for Academic Student Affairs and Global Engagement, Development and Alumni Affairs, Economic Development, Finance and Business Operations, General Counsel, Government and Community Affairs, Health Affairs, Marketing and Communications and Research.
* The President and Provost oversee the University’s 13 schools and colleges, including business, education, engineering, fine, performing & communication arts, honors college, law school, liberal arts & sciences, information sciences, medicine, nursing, pharmacy & health sciences, social work. In addition to the Board of Governors, the President also serves the following constituencies: the faculty and staff; the students; alumni; donors; and the Metropolitan Detroit community. In order to serve these constituencies, the President must exercise the leadership, management, administrative, fiscal, and relational skills to draw these constituencies together so that they collectively fulfill the mission of the University.

**About Wayne State University:**

Wayne State University is a premier public, urban research university located in Midtown Detroit. Founded in 1868, Wayne State pursues scholarship at the highest levels and serves a diverse body of nearly 25,000 students through a broad array of nearly 350 academic programs. It is one of only ten public urban universities in the United States to have received the highest Carnegie Foundation rating for research intensiveness and community engagement. Since its inception, faculty and staff have provided a high-quality educational experience for hundreds of thousands of students, who have gone on to make outstanding contributions as corporate CEOs, government leaders, judges, teachers, policymakers, university presidents, astronauts, scientists, physicians and more. WSU is home to students from nearly every state and 60 countries – the most diverse student body among Michigan’s 15 public universities:

* One of the nation's 50 largest public universities, with Michigan's most diverse student body.
* Approximately 350 degree and certificate programs in 13 schools and colleges.
* Annual research expenditures of $244 million.
* More than 500 student organizations.
* Affiliations with more than 100 institutions worldwide.
* Classified as "doctoral university: very high research activity" by the Carnegie Classification of Institutions of Higher Education.
* Approximately 40% of Michigan’s practicing physicians received all or part of their medical training at WSU. In addition, The School of Medicine boasts a 99% total success match rate for its students, well above the national average
* Wayne State is a partner with Michigan State University and the University of Michigan in the University Research Corridor, helping create a vibrant state economy.
* More than 1,900 new jobs created through TechTown, Wayne State's research park and business incubator.
* A leader in green technology, the College of Engineering was the first in the nation to launch an electric-drive vehicle engineering program and offer an alternative energy technology master's program.
* Study abroad opportunities in 16 countries on five continents.
* Eighty percent of Wayne State Law School graduates live and work in Michigan.

**Non-Discrimination**

Wayne State University is an Equal Opportunity Employer. Wayne State complies with all Federal and state rules and regulation and does not discriminate on the basis of race, color, sex (including gender identity), national origin, religion, age, sexual orientation, familial status, marital status, height, weight, disability, or veteran status.