

University of Illinois at Urbana-Champaign Procedure for Using a Search Firm (effective 7/1/13)

In compliance with Illinois Law, 110 ILCS 305/80, the use of search firms at the University of Illinois is limited to searches for the President of the University and when the President and Board of Trustees demonstrate a justifiable need.

Accordingly, searches involving a search firm shall conform to one or more of the following criteria:

- Search for the President of the University;
- When the position is at a level of seniority that requires strict confidentiality in the initial stages and a level of interaction with potential candidates is required that current staff cannot appropriately provide;
- When the position requires extensive recruiting and networking due to a highly competitive market, as well as to create a diverse candidate pool;
- When the potential candidates are in a specialized function outside traditional areas of higher education.

To request authorization to use a search firm, please prepare the following information:

- College and Unit conducting the search
- Title of position and unit and college of position searching for
- Name of search firm requested
- Detailed justification for use of a search firm

The College/Administrative Unit should send an email with the above information to the following:

- Provost (for colleges and academic units) and to the relevant Vice Chancellor (for administrative units) for preliminary review and recommendation prior to submission to the Chancellor
- The Provost or Vice Chancellor will email their recommendation with the information required above to the Chancellor's Office
- The Chancellor will review the recommendation and determine whether engaging a search firm is appropriate
- If the recommendation is approved by the Chancellor, the Chancellor will request approval from the President
- If approved by the President, the President's response will be sent to the Chancellor, copying the Office of Diversity, Equity, and Access (diversity@illinois.edu)
- If approved, at the conclusion of the search (once all expenses have been accounted for), the College/Administrative Unit will provide the Office of Diversity, Equity, and Access (diversity@illinois.edu) the contract and all related purchase orders for tracking purposes

A college/department may only engage in a search firm after receiving approval from the President. The above is in addition to and does not supersede requirements set forth by the Office of Business and Financial Services.