

PERSONAL & CONFIDENTIAL

Doug Gillin, M.S.
Director of Athletics
Appalachian State University
Owens Field House
135 Jack Branch Dr.
Boone, NC 28608

Dear Doug:

It would be our pleasure to have the opportunity to work with you and represent Appalachian State University in a search for your next Head Football Coach. We will work closely with you in identifying, recruiting, and assessing candidates for your consideration. We will use the information and objectives provided by you to assist in recruiting a qualified pool of diverse candidates. Any information we learn and discuss with you about this position, Appalachian State University, or candidates will be maintained in the strictest of confidence by Parker Executive Search.

SCOPE OF WORK

Our search consulting services are designed to assist the client in defining positions, providing marketplace information, identifying and assisting the client in recruiting and selecting well qualified candidates through a comprehensive search process.

- **Understand the purposes and goals of Appalachian State University.** Parker Executive Search will visit with the University, its leadership, and those involved in the search in order to gain an understanding of the history, structure, and operations of the department of athletics. We meet with all interested parties involved in the search process to clearly understand and clarify the expectations for the search assignment. Search firm will work actively to ensure diversity in the applicant pool for this position.
- **The search firm will assist and advise the University on appropriate advertising venues, which may include, but are not limited to:** *The Chronicle of Higher Education, Diverse Issues in Higher Education, Hispanic Outlook, and the NCAA News Online.* Our recommendation is to advertise in the *NCAA News Online* only. We will place any advertisements on the University's behalf.
- **Original research and candidate identification will continue throughout the search process.** The search firm uses both original research, as well as a careful review of the database, complimented by advertising to identify and recruit qualified candidates to compare and evaluate against the position specification and each other.
- **An assessment will continue throughout the search process.** The search firm will obtain an understanding of accomplishments, capabilities, strengths and weaknesses, and potential for success for each candidate through background review, telephone screenings, and, in some instances, personal interviews.

- **The search firm will advise and facilitate the process.** The search firm recommends candidates who are qualified and meet the specifications for the position, but the search firm does not have a vote in the final selection process.
- **The search firm's role in interview scheduling.** The search firm will make all arrangements and schedule candidates for interviews with representatives of the University, with their approval.
 - Consult with representatives of the University on determining dates and location for interviews.
 - Make all meeting arrangements with hotel/meeting venue, including room reservations for representatives and candidates.
 - Schedule interview time and date with each candidate.
 - Assist candidates with air and/or ground travel arrangements.
 - Schedule or assist in scheduling additional interviews for final candidates.
- **The search firm will work with University representatives in all candidate follow ups, to include recruiting the preferred candidate.** The firm will be involved in working with the client in concluding the search process, including salary and benefit negotiations, when appropriate. Appalachian State University utilizes employment contracts for coaching positions and Parker Executive Search will work with representatives at Appalachian State University, including the HR Director and Office of General Counsel, to draft the document. In addition, the firm will continue to work with the successful candidate and maintain a close contact, including quarterly telephone conversations to ensure a smooth transition.
- **Candidate notification.** We will contact all candidates who have expressed an interest in the search as to the outcome of the search process and selection.
- **Conduct background investigations on final candidates.**
 - Obtain written permission from each candidate to conduct background investigations.
 - Conduct criminal, credit, and motor vehicle investigations.
 - Confirm candidates' degrees.
 - NCAA sanctions review.
 - Conduct media reviews for potentially controversial areas of concern.
 - Have candidates sign a statement of accuracy of vita and/or bio.
 - Reference checking for each candidate.
- **Conduct reference checks on final candidates.** We speak directly with individuals who are in positions to evaluate the candidate's performance in recent years, references that will include both those supplied by the individual, as well as additional reference contacts. We also encourage the University to make reference calls at the appropriate time.
- **Ensure qualified candidates.** Our search process is inclusive, not exclusive. All candidates expressing an interest will be given complete consideration.



While our standard fee for this search is \$60,000, we are prepared to represent Appalachian State University in this critical search assignment for our preferred provider rate of \$50,000. The fee will be invoiced in two equal increments at the beginning of the search and upon the hiring of the successful candidate. Invoices shall be paid within thirty (30) days of Appalachian State University's receipt of the invoice. In the event the search parameters are modified which requires additional work by us, or if the Client requests us to recommence or expand the search beyond the original recommendations, the parties shall negotiate an additional fee which will be prior to the commencement of any additional work.

In addition to the professional fee, direct expenses are billed on an out-of-pocket basis. These expenses include such items as teleconference calls with the committee, research and delivery services, as well as travel and interview expenses for the search consultants. We make every effort to hold reimbursable expenses to a minimum and will ensure that our expenses are no more than 10% of the total fee.

Advertising, background investigations, committee interview, committee travel, and candidate travel expenses are not included in the 10% expense budget and will be invoiced separately to Appalachian State University along with proper documentation. All such invoices will be paid by Appalachian State University within thirty (30) days of Appalachian State University's receipt of such invoice. Invoices shall be mailed to the following address:

Athletics Business Office
425 Jack Branch Drive, Boone, NC 28608

You may terminate the search for any reason upon notice. If this occurs within the first three months after we commence our engagement, the fee for our services up to that point shall be equal to the set fee, prorated on a per diem basis over the initial 90-day period plus any out-of-pocket expenses incurred. If the termination occurs after the 90-day period, the fee for our services shall be the set fee plus out-of-pocket expenses and any reimbursable expenses.

This Agreement shall be governed by the laws of the State of North Carolina and any dispute hereunder shall be adjudicated within the state or federal courts located within the State of North Carolina.

Parker Executive Search agrees to abide by all federal, state, and municipal laws and regulations in its recruitment efforts. Parker Executive Search will not discriminate against any person on account of race, color, gender, sexual orientation, genetic information, gender identity and expression, marital status, religion, national and ethnic origin, age, disability, or veteran status.

We would be extremely pleased to have the opportunity to serve you and Appalachian State University, and to identify and recruit the best available candidates for your consideration. If you are in agreement with this letter of understanding, please sign and return it for our files.



Daniel Parker
Vice President & Managing Director
Parker Executive Search



Agreed to and accepted by:



Doug Gillin, M.S.
Director of Athletics
Appalachian State University

Date: 12-6-18

Parker Executive Search accepts, without reservation, the principles of equal opportunity in employment. Parker Executive Search does not discriminate on the basis of gender, disability, race, age, color, sexual orientation, political affiliation, marital status, national origin, or religion.

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