

POLICY STATEMENT CONCERNING RECRUITMENT AND APPOINTMENT OF COLLEGE DEANS FAM 641.3

Preamble:

The policy described herein represents an equitable joint effort among faculty, students, staff and administration to recruit and appoint the best qualified and most appropriate person to fill the position of a College Dean in this University.

1. Recruitment Committee Composition:

The College Dean's Recruitment Committee shall be constituted as follows:

- 1.1 A Chairperson appointed by the Vice President for Academic Affairs. This person shall be either a tenured faculty member or an academic administrator who holds tenure within the University.
- 1.2 Five (5) faculty members, at least three (3) tenured and of senior rank, elected from within the College whose Dean is to be appointed. In Colleges with five (5) or more departments, no more than one (1) faculty member shall be elected from the same department. In colleges with fewer than five (5) departments, at least one (1) member shall be elected from each department.

Elections for these positions must be completed within the three (3) week period immediately following the request that a committee must be formed.
- 1.3 One (1) currently registered full-time graduate or undergraduate student majoring in a subject within the college whose Dean is to be appointed. This person is to be appointed by the Vice President for Academic Affairs in consultations with the Associated Students and within a time period as stated in 1.2 above.
- 1.4 One (1) non-academic staff member who holds permanent status within the college whose Dean is to be appointed. This person is to be appointed by

the Vice President for Academic Affairs.

1.5 The Vice President for Academic Affairs may appoint to the committee additional faculty members (with consultation of the Faculty Senate Executive Committee), students, staff members, administrators or others so as to reflect such concerns as, but not limited to, community interest, equal opportunity or specific program constituencies.

If additional members are appointed to the committee, the final composition shall consist of a majority of faculty members.

2. Recruitment Procedures:

2.1 Announcements of position openings shall be made by the Vice President for Academic Affairs. In all cases the announcements shall appear in specialized publications which pertain to the appropriate College. Other forms such as direct mailings, internet advertising, postings on related message boards, and "flyers" may also be used.

2.2 Additional consultation, including external expertise, such as a search firm, may be used by the committee during the search.

2.3 Wording of these announcements shall be such that it specifies the job description, qualifications necessary for appointment and academic requirements. All job descriptions must comply fully with legal requirements for equal opportunity employment. A deadline date for completed applications must also be included.

2.4 Candidates' letters of application and accrued files shall be maintained and kept in the office of the Vice President for Academic Affairs. All files shall remain confidential.

3. Recruitment Committee Procedures:

3.1 The College Dean's Recruitment Committee shall review all applicants' files. Procedures for doing so shall be established by the committee. Criteria and standards for the review process shall be established by the committee in consultation with the Vice President for Academic Affairs.

3.2 In consultation with the Vice President for Academic Affairs, the committee

shall select a finalist list of candidates for on-campus interviews.

3.3 The committee shall take an active part in these on-campus interviews of all finalists.

3.4 After the completion of all on-campus interviews of all finalists, the committee shall prepare recommendations based on the perceived strengths and weaknesses of these finalists and submit them to the Vice President for Academic Affairs.

3.5 The Vice President for Academic Affairs shall present the names of these finalists along with the committee's recommendations and with additional recommendations, if appropriate, to the President of the University.

4. Appointment:

College Deans are appointed by and serve at the pleasure of the President of the University. Appointments shall be made from a list of candidates provided by the College Deans' Recruitment Committee in consultation with the Vice President for Academic Affairs.

5. Conditions of Appointment:

College Deans shall qualify for appointment in an academic department within the appropriate College shall receive approval of the departmental evaluation committee and following the committee's approval, may be granted tenure.