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## SEARCH FOR AND SELECTION OF ACADEMIC DEANS

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PURPOSE: To establish a procedure for search and selection of academic deans.

### I. Principles for Search and Selection

- A. College Deans: Each department within the college shall elect one (1) official faculty member to represent the department on the search and selection committee, except if the college consists of five (5) or fewer departments, then each department shall elect two (2) representatives. Department chairs may be elected to the committee.
- B. Graduate Dean: Each college offering graduate courses directed toward a degree program shall elect official graduate faculty members to represent the college on the search and selection committee. The committee will be made up of a proportional representation of each college offering graduate courses.
- C. No applicant for the position of dean shall serve on the committee.
- D. Student members shall comprise at least one-fifth (1/5) of the committee membership and shall be selected by lot from self-nominations of upper-division or graduate students with majors in the college involved. No more than one student per department, or in the case of the Graduate Dean one student major per college, shall be allowed to serve on the committee.
- E. Search and selection committees shall include representation from the community outside the University.

### II. Procedures for Search and Selection

- A. Once the committee has met and elected its officers, it or a subcommittee shall, in consultation with the Provost, prepare a job description and establish a schedule for application deadline and selection procedures. The committee or subcommittee shall then advertise the vacant dean position with proper regard for affirmative action requirements.
- B. After the established deadline has passed, the committee or a subcommittee shall review the material submitted by each applicant and select the final list of candidates for the position.
- C. The committee or a subcommittee shall make available to all committee members the materials assembled on each candidate and, if possible, arrange on-campus interviews.
- D. Search and selection committees may include opportunities for community members to meet the candidates and provide feedback to the committee.
- E. The committee of the whole shall then select and rank the top three (3) candidates, all of whom must be acceptable to a majority of the committee members.
- F. The chairperson of the search and selection committee shall present the Provost and Vice President for Academic Affairs and President a ranked list of the top three (3) candidates.

### III. Special Circumstances

- A. If an academic dean resigns and no new replacement position is to be funded, the principles and procedures of Sections I and II shall be utilized for an internal selection of the dean.
- B. If a college has special circumstances, these must be submitted to the Faculty Senate for approval. Alternative procedures must incorporate the philosophy of faculty responsibility in the selection process.

### IV. Search for and Selection of Acting Deans

- A. When because of an urgent need, it is necessary to appoint an acting dean, the Provost and Vice President for Academic Affairs will recommend to the President that person to be considered for appointment to the position of acting dean.