Selection of Academic Deans

Original Implementation: Unpublished
Last Revision:

Deleted: July 29, 2014

The academic dean is the chief executive of the college and is responsible for fostering excellence in teaching, research/scholarship/creative activity, and service. Reporting directly to the provost and vice president for academic affairs (VPAA), the academic dean has a major role in developing and interpreting university policy.

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This policy outlines search procedures and responsibilities for the selection of an academic dean.

Selection of the Search Committee: The search process begins with the establishment of a search committee. After consulting with college faculty and academic unit heads, the provost and VPAA, determines the search committee size and composition, and appoints an academic dean (outside the college) to serve as chair. Ideally, the committee will be composed of an odd number of members (elected or appointed) consisting of at least one representative from each of the academic units of the college and having a balanced mix of faculty and academic unit heads. Additionally, students and outside representatives may be elected or appointed to serve as non-voting ex-officio members of the committee.

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If a fully open search is not viable, a decision limiting the scope of the search should be made prior to the selection of the search committee. Such a decision will be made by the provost and VPAA in consultation with the academic unit heads and college faculty.

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The provost and VPAA will convene the committee for its organizational meeting. The committee may choose to elect other committee officers. The chair may designate a committee member from the respective college as a contact for external inquiries.

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Search Committee Responsibilities: The search committee coordinates the recruitment process, working closely with the provost and VPAA. The committee is responsible for developing a position description, advertising the position, screening candidates, and arranging candidate interviews. Each search will be conducted without prejudice for internal or external candidates. The committee will contact human resources for mandatory training and for assistance as needed.

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Ordinarily, at least two candidates recommended by the committee will be interviewed on campus. The itinerary for the interviews will provide ample opportunity for candidates to meet college faculty, students, academic unit heads, other deans, vice-presidents, and the president. After interviewing candidates, the committee will make its recommendation to the

provost and VPAA.
Appointment is by the president and requires approval of the Board of Regents.

Funds for Recruitment: Expenses incurred during the search are generally borne by the college with the vacancy with possible additional funds from other sources.

Cross Reference: Faculty Handbook, Human Resources Selection Procedures for Faculty and Staff; Employee Affirmative Action/Recruitment Plan (11.9); Affirmative Action (11.1)

Responsible for Implementation: Provost and Vice President for Academic Affairs

Contact for Revision: Provost and Vice President for Academic Affairs

Forms: Human Resources hiring forms

Board Committee Assignment: Academic and Student Affairs

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