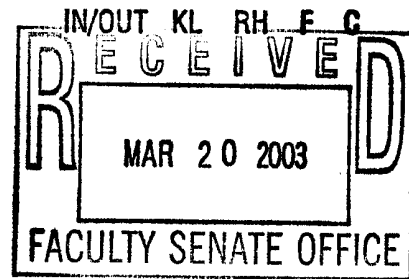




MEMORANDUM



To: Donna E. Shalala, President

From: Jane E. Connolly *Jane*
Chair, Faculty Senate

Date: 11 March 2003

Subject: Faculty Senate Legislation #2002-16(A) – Dean Search Committee Legislation

The Faculty Senate, at its 26 February 2003 meeting, voted to approve the creation of Search Committees for new deans. This legislation guarantees that at least two-thirds of the Search Committee be drawn from a list of faculty submitted by the Faculty of the School. It requires that the Search Committee provide ample opportunity for the Faculty of the School to meet with candidates. The Search Committee must consult with the Faculty before submitting its recommendation to the President, and must accurately transmit the views of the Faculty to the President. Should the recommendation of the Search Committee differ from that of the Faculty, the Search Committee must explain these differences. This legislation will regularize the search process, give a majority voice to the Faculty from the School, and guarantee adequate consultation with the Faculty. It will thus incorporate into a single committee the work of two committees, and eliminate the need for Consultation Committees.

The changes to the Faculty Manual are shown as underlined additions and ~~strikethrough~~ deletions.

A13.2 The chair of each department, ~~the dean of each school~~, the Executive Vice President and Provost, and the President shall be appointed after consultation as follows: the Consultative Committee for the appointment of a department chair (~~or the dean of an undepartmentalized school~~) shall consist of all voting members of the department (or school) faculty, except that by a vote of the faculty of a departmentalized school, a committee may be formed consisting of representatives of several related departments. ~~The Consultative Committee for the appointment of the dean of a departmentalized school shall consist of two representatives from each department; one of these shall be the department chair and the other representative will be elected from and by the other voting members of that department.~~ In the instance of the establishment of a new department ~~or school~~ the enabling legislation shall specify the initial Consultative Committee. The Consultative Committee for the Executive Vice President and Provost and of the President shall consist of the deans of all schools and the members of the Committee on General Welfare. The Consultative Committee shall initially be convened by the appointing agent and shall elect its own chair. Nominations for any of these academic administrative positions may be made by the appointing agent and by members of the Consultative Committee. Supporting

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information on each seriously considered candidate shall be compiled and made available to the Consultative Committee, and an opportunity shall be provided for an interview with the Committee and for a vote by the Committee which shall be reported to the appointing agent in a manner specified in the Bylaws. Normally, consistent with the information provided by the Consultative Committee, but also exercising judgment relative to the effect of the appointment on the general welfare of the department, school, University and profession, the dean of the school shall appoint department chairs, the President shall appoint deans and the Executive Vice President and Provost, and the Board of Trustees shall appoint the President.

A13.3 When it is time to appoint the Dean of a School (including the University Librarian), a Search Committee shall be established to identify and recommend candidates. It is responsible to the appointing authority and to the Faculty of the School. The Committee shall have between nine and fifteen members as determined by the appointing authority. No member of the Committee may be a candidate for the position.

The Faculty of each School should establish in its by-laws a procedure for nominating faculty members for service on the Committee and for determining the Faculty's views on the candidates. Pursuant to this procedure, the Faculty should submit to the appointing authority a list of faculty members that has no fewer names than the total number of members to be appointed¹. If no submission is made by the designated time, the list will be deemed to include all members of the Regular Faculty of the School. The appointing authority shall select at least two-thirds of the members from the list submitted by the Faculty of the School.

The appointing authority shall convene the first meeting of the Search Committee. The appointing authority shall select the chair from among University Faculty members of the Committee. The appointing authority shall make available the resources, including staff, necessary to conduct a successful search. The Committee shall regularly inform the appointing authority of its progress and shall confer with the Faculty of the School to the fullest extent it deems possible consistent with conducting a successful search. The Committee shall assure that the Faculty of the School has the opportunity to meet with candidates invited to campus. It shall consult with the Faculty of the School before making its recommendations to the appointing authority and shall accurately transmit the views of the Faculty of the School together with its recommendations. Should the Committee's opinion differ from that of the Faculty of the School, the Committee shall specifically explain the reasons to the appointing authority and to the Faculty. The appointing authority shall explain the decision to the Faculty of the School.

¹Upon completion of two searches, the President and the Senate shall revisit the formula for the number of names submitted by the Faculty

This legislation is now forwarded to you for your action.

If you approve, we will forward this proposed change to the Charter Section of the Faculty Manual to the faculty for its vote. Should the legislation pass and be approved by the Board of Trustees, we would renumber current sections A13.3 through A13.8 to A13.4 through A13.9.

JC/kl

CAPSULE: Faculty Senate Legislation #2002-16(A) – Dean Search Committee Legislation

PRESIDENT'S RESPONSE

APPROVED:  DATE: 3/17/03
(President's Signature)

OFFICE OR INDIVIDUAL TO IMPLEMENT: Provost

EFFECTIVE DATE OF LEGISLATION: _____
(if other than June 1 next following)

NOT APPROVED AND REFERRED TO: _____

REMARKS (IF NOT APPROVED): _____