



2007 Aggie Road
 P.O. Box 239
 State University, AR
 72467-0239

Monday, March 30, 2015

Phone:
 (870) 972-2280
 Fax:
 (870) 972-3417

To: Dr. Tim Hudson, Chancellor
 Arkansas State University

From: Jeffrey Pittman, Chair
 ASU Shared Governance Oversight Committee

Subject: Shared Governance Proposal - 14 FA 03 – Proposal to edit the ASU Faculty Handbook regarding selection of Chairs, Academic Deans, Academic Vice-Chancellors and Provosts, and Chancellors

—————

Last year, the ASU Faculty Handbook Committee proposed changes regarding selection of Chairs, Academic Deans, Academic Vice-Chancellors and Provosts, and Chancellors, as detailed in the ASU Faculty Handbook. Specifically, it is proposed that the ASU Faculty Handbook be amended to clarify and change the processes for internal and academic searches detailed in sections II.f and II.g, pages 40-41 of the Faculty Handbook. Under shared governance, this proposal was forwarded from the SGOC to the ASU Faculty Senate, Staff Senate, Deans Council, Chairs Council, Graduate Student Council, and the Student Government Association. After comments and various changes in the proposal, the constituency groups approve of the proposed changes. (Voting totals are identified below.) The SGOC sends this proposal to you for your consideration.

14 FA 03 - Selection of Chairs, Academic Deans, Academic Vice-Chancellors and Provosts, and Chancellors - SGOC Voting Totals			
	Yes Votes	No Votes	Abstentions
Faculty Senate	16	0	1
Staff Senate	24	0	4
Deans Council	9	0	0
Chairs Council	16	1	0
Student Government Association	30	0	0
Graduate Student Council	6	0	0

The following is a comparison between the current ASU Faculty Handbook language and the proposed language. If you are viewing this document in electronic format, you may need to adjust your Word settings for review (select “all markup”). You should be able to see the new language underlined, and the deleted language marked through with a line.

II.f. Selection of Department Chairs and College Deans

When a department chair or dean position becomes vacant it will be filled either through an external search or an internal appointment. Determination of whether an external search will be conducted or an internal appointment will ~~be~~ will be determined by consultation between the dean and the ~~Provost and Executive~~ Vice Chancellor ~~for Academic Affairs~~ and ~~Research Provost~~ in the case of a department chair vacancy or in the case of a dean vacancy consultation between the ~~Provost and Executive~~ Vice Chancellor ~~for Academic Affairs~~ and ~~Research Provost~~ and the Chancellor.

External Search: When a department chair or college dean position becomes vacant, procedures similar to those set forth for faculty selection will be followed. A search committee will be formed (by the dean for a chair position; by the ~~Provost and Executive~~ Vice Chancellor ~~for Academic Affairs~~ and ~~Research Provost~~ for a dean position). Care should be taken to ensure that the search committee is broadly representative of the department or college. The appropriate department or college committee will screen applicants. Arkansas State University is committed to attracting diverse applicants and efforts will be made to increase the racial, ethnic, and gender diversity of the candidate pool. When screening has been completed, the committee ~~should~~ will consult with the dean or ~~Provost and Executive~~ Vice Chancellor ~~for Academic Affairs~~ and ~~Research Provost~~ for chair and dean positions to determine which candidates should be invited for interviews. ~~Candidates will reflect racial, ethnic and gender diversity.~~

Faculty members ~~should~~ will be given the opportunity to meet with candidates, evaluate their credentials, and express their opinions to the committee.

The search committee will make its recommendation to the appropriate administrator before the final selection is made. In most instances, a consensus will have emerged regarding the acceptable candidates.

The Chancellor has final responsibility for academic administrative appointments subject to approval by the President and Board of Trustees.

Internal Search: When an internal appointment is to be made, the Dean or ~~Provost and Executive~~ Vice Chancellor ~~for Academic Affairs~~ and ~~Research Provost~~ as appropriate will conduct a modified search, consulting with the appropriate groups. Such a search may include: steps 1-4 noted below but MUST include step 5:

1. Announcement of the vacancy and solicitation of interest in the position by faculty in the department or college.
2. Interviews of the faculty exhibiting interest in the position with the department or college faculty.
3. Interviews of the faculty in the department or college by the dean or Executive Vice Chancellor and Provost.

4. Private interviews of the faculty exhibiting interest in the position by the dean or Executive Vice Chancellor and Provost as appropriate.

5. The College Dean will solicit input on the applicant(s) from all faculty members in the department prior to making a selection. In the case of a Dean search, the Vice Chancellor and Provost will solicit input on the applicant(s) from faculty members in each department or program area within the unit prior to making a selection.

The search committee will make its recommendation to the Vice Chancellor and Provost. In most instances, a consensus will have emerged regarding the acceptable candidate(s).

II.g. Selection of the ~~Provost and~~ Vice Chancellor ~~for Academic Affairs~~ and ~~Provost~~ ~~Research~~

When the position of ~~Provost and~~ the Vice Chancellor ~~for Academic Affairs~~ and ~~Research~~ Provost is to be filled, ~~the Chancellor will make the~~ a determination of whether an external search or an internal appointment ~~after~~ will be made by the Chancellor following consultation with ~~the~~ representatives from the faculty including the Executive Committee of the Faculty Senate, academic administrators, academic support staff, and students. ~~Candidates for the position will reflect~~ The process for an external search will be similar to the Selection of Department Chairs and Deans as noted in Section II.f. When an internal appointment is conducted the Chancellor will seek input from the appropriate constituency groups (Deans Council, Chairs Council, Faculty Senate, Staff Senate, SGA, GSC, external groups, etc.) and consider their recommendations specific to the selection and appointment of the Vice Chancellor and Provost.

When an external search is conducted procedures similar to those set forth for faculty selection will be followed. A search committee will be formed by the Chancellor. Care should be taken to ensure that the search committee is broadly representative of the colleges and the appropriate constituency groups. Arkansas State University is committed to attracting diverse applicants and efforts will be made to increase the racial, ethnic, and gender diversity of the candidate pool.

The search committee will screen applicants. When screening has been completed, the committee will consult with the Chancellor to determine which candidate(s) should be invited for interview(s).

Faculty members and members of appropriate constituency groups will be given the opportunity to meet with candidate(s), evaluate their credentials, and express their opinions to the search committee.

The search committee will make its recommendation to the Chancellor. In most instances, a consensus will have emerged regarding the acceptable candidate(s).

The Chancellor has final responsibility for academic administrative appointments subject to approval by the President and Board of Trustees.

Current ASU Faculty Handbook
Pages 40-41, Sections II.f. and II.g
Existing wording as of 2:25 p.m. on February 9, 2015

II.f. Selection of Department Chairs and College Deans

When a department chair or dean position becomes vacant it will be filled either through an external search or an internal appointment. Determination of whether an external search will be conducted or an internal appointment will be determined by consultation between the dean and the Provost and Vice Chancellor for Academic Affairs and Research in the case of a department chair vacancy or in the case of a dean vacancy consultation between the Provost and Vice Chancellor for Academic Affairs and Research and the Chancellor.

External Search: When a department chair or college dean position becomes vacant, procedures similar to those set forth for faculty selection will be followed. A search committee will be formed (by the dean for a chair position; by the Provost and Vice Chancellor for Academic Affairs and Research for a dean position). Care should be taken to ensure that the search committee is broadly representative of the department or college. The appropriate department or college committee will screen applicants. When screening has been completed, the committee should consult with the dean or Provost and Vice Chancellor for Academic Affairs and Research for chair and dean positions to determine which candidates should be invited for interviews. Candidates will reflect racial, ethnic and gender diversity.

Faculty members should be given the opportunity to meet with candidates, evaluate their credentials, and express their opinions to the committee.

The search committee will make its recommendation to the appropriate administrator before the final selection is made. In most instances, a consensus will have emerged regarding the acceptable candidates.

The Chancellor has final responsibility for academic administrative appointments subject to approval by the President and Board of Trustees.

Internal Search: When an internal appointment is to be made, the Dean or Provost and Vice Chancellor for Academic Affairs and Research as appropriate will conduct a modified search, consulting with the appropriate groups. Such a search may include:

1. Announcement of the vacancy and solicitation of interest in the position by faculty in the department or college.
2. Interviews of the faculty exhibiting interest in the position with the department or college faculty.
3. Interviews of the faculty in the department or college by the dean or Executive Vice Chancellor and Provost.
4. Private interviews of the faculty exhibiting interest in the position by the dean or Executive Vice Chancellor and Provost as appropriate.

II.g. Selection of the Provost and Vice Chancellor for Academic Affairs and Research

When the position of Provost and Vice Chancellor for Academic Affairs and Research is to be filled, the Chancellor will make the appointment after consultation with representatives from the faculty, academic administrators, academic support staff, and students. Candidates for the position will reflect racial, ethnic, and gender diversity.

**Proposed ASU Faculty Handbook Changes
Pages 40-41, Sections II.f. and II.g
Changes are not noted below – this will be the final version, if accepted.**

II.f. Selection of Department Chairs and College Deans

When a department chair or dean position becomes vacant it will be filled either through an external search or an internal appointment. Determination of whether an external search will be conducted or an internal appointment will be made is determined by consultation between the dean and the Executive Vice Chancellor and Provost in the case of a department chair vacancy or in the case of a dean vacancy consultation between the Executive Vice Chancellor and Provost and the Chancellor.

External Search: When a department chair or college dean position becomes vacant, procedures similar to those set forth for faculty selection will be followed. A search committee will be formed (by the dean for a chair position; by the Executive Vice Chancellor and Provost for a dean position). Care should be taken to ensure that the search committee is broadly representative of the department or college. The appropriate department or college committee will screen applicants. Arkansas State University is committed to attracting diverse applicants and efforts will be made to increase the racial, ethnic, and gender diversity of the candidate pool. When screening has been completed, the committee will consult with the dean or Executive Vice Chancellor and Provost for chair and dean positions to determine which candidates should be invited for interviews.

Faculty members will be given the opportunity to meet with candidates, evaluate their credentials, and express their opinions to the committee.

The search committee will make its recommendation to the appropriate administrator before the final selection is made. In most instances, a consensus will have emerged regarding the acceptable candidates.

The Chancellor has final responsibility for academic administrative appointments subject to approval by the President and Board of Trustees.

Internal Search: When an internal appointment is to be made, the Dean or Executive Vice Chancellor and Provost as appropriate will conduct a modified search, consulting with the appropriate groups. Such a search may include steps 1-4 noted below but MUST include step 5:

1. Announcement of the vacancy and solicitation of interest in the position by faculty in the department or college.
2. Interviews of the faculty exhibiting interest in the position with the department or college faculty.
3. Interviews of the faculty in the department or college by the dean or Executive Vice Chancellor and Provost.
4. Private interviews of the faculty exhibiting interest in the position by the dean or Executive Vice Chancellor and Provost as appropriate.

5. The College Dean will solicit input on the applicant(s) from all faculty members in the department prior to making a selection. In the case of a Dean search, the Vice Chancellor and Provost will solicit input on the applicant(s) from faculty members in each department or program area within the unit prior to making a selection.

The search committee will make its recommendation to the Vice Chancellor and Provost. In most instances, a consensus will have emerged regarding the acceptable candidate(s).

Proposed ASU Faculty Handbook Language

II.g. Selection of the Vice Chancellor and Provost

When the position of the Vice Chancellor and Provost is to be filled a determination of whether an external search or an internal appointment will be made by the Chancellor following consultation with the representatives from the faculty including the Executive Committee of the Faculty Senate, academic administrators, academic support staff, and students. The process for an external search will be similar to the Selection of Department Chairs and Deans as noted in Section II.f. When an internal appointment is conducted the Chancellor will seek input from the appropriate constituency groups (Deans Council, Chairs Council, Faculty Senate, Staff Senate, SGA, GSC, external groups, etc.) and consider their recommendations specific to the selection and appointment of the Vice Chancellor and Provost.

When an external search is conducted procedures similar to those set forth for faculty selection will be followed. A search committee will be formed by the Chancellor. Care should be taken to ensure that the search committee is broadly representative of the colleges and the appropriate constituency groups. Arkansas State University is committed to attracting diverse applicants and efforts will be made to increase the racial, ethnic, and gender diversity of the candidate pool.

The search committee will screen applicants. When screening has been completed, the committee will consult with the Chancellor to determine which candidate(s) should be invited for interview(s).

Faculty members and members of appropriate constituency groups will be given the opportunity to meet with candidate(s), evaluate their credentials, and express their opinions to the search committee.

The search committee will make its recommendation to the Chancellor. In most instances, a consensus will have emerged regarding the acceptable candidate(s).

The Chancellor has final responsibility for academic administrative appointments subject to approval by the President and Board of Trustees.