

Date: February 11, 2014

Sponsor/Proposer: ASU Faculty Senate

Issue: Revised guidelines for the selection of Academic Chairs, Academic Deans, Academic Vice-Chancellors (Vice-Chancellor for Academic Affairs including Provost), and Chancellors

Rational: To clarify the processes for internal and academic searches

Existing ASU Faculty Handbook Language

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 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. When screening has been completed, the committee should consult with the dean or Executive Vice Chancellor and 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 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:

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.

Proposed ASU Faculty Handbook Language

II.f. Selection of Department Chairs and Academic Deans

4. 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).

Existing ASU Faculty Handbook Language

II.g. Selection of the Executive Vice Chancellor and Provost

When the position of Executive Vice Chancellor and Provost 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 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. Candidates for the position should reflect racial, ethnic, and gender diversity. The Chancellor will make the appointment.

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. 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). Candidates should reflect racial, ethnic and gender diversity.

Faculty members and members of appropriate constituency groups should 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.

	A	B	C	D	E	F
1	Shared Governance Proposal Review Process					
2						
3	Proposal: <u>14SP-03</u>			Date Received: <u>March 10, 2014</u>		
4	Revised guidelines for the selection of Academic Chairs, Academic Deans, Academic Vice-Chancellors (Vice-Chancellor for Academic Affairs including Provost), and Chancellors			Expedited (39 Business Days)	Full (64 Business Days)	Extended (93 Business Days)
5	Is Proposal a SGOC Issue?			2 Days	3 Days	5 Days
6	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			Due By:	Due By:	Due By:
7	Responsible Assigned Committee:				13-Mar-14	
8	FHC			2 Days	3 Days	5 Days
9				Due By:	Due By:	Due By:
10	Type of Review:				18-Mar-14	
11	<input type="checkbox"/> Expedited			7 Days	14 Days	21 Days
12	<input checked="" type="checkbox"/> Full			Due By:	Due By:	Due By:
13	<input type="checkbox"/> Extended				14-Apr-14	
14	Handbook Issue: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			7 Days	14 Days	21 Days
15	Constituency Groups:			Due By:	Due By:	Due By:
16				Approve Y/N	2-May-14	
17	<input checked="" type="checkbox"/> Faculty Senate			2 Days	3 Days	5 Days
18	<input checked="" type="checkbox"/> Staff Senate			Due By:	Due By:	Due By:
19	<input checked="" type="checkbox"/> Dean's Council				7-May-14	
20	<input checked="" type="checkbox"/> Chair's Council			7 Days	14 Days	21 Days
21	<input checked="" type="checkbox"/> SGA			Due By:	Due By:	Due By:
22	<input checked="" type="checkbox"/> GSC				27-May-14	
23	<input checked="" type="checkbox"/> Vice Chancellor(s)			2 Days	3 Days	5 Days
24	Notes:			Due By:	Due By:	Due By:
25					30-May-14	
26				10 Days	10 Days	10 Days
27				Due By:	Due By:	Due By:
28					13-Jun-14	