



## **American University Procedures for Dean and Vice Provost Searches**

These procedures apply to

Search committees for senior administrative positions may range in size depending on the size and customs of the academic unit or office in question. While it may not be possible for the committee to include a representative from every teaching unit or constituency, the committee's members will be charged with anticipating and balancing the concerns of all those affected by the hire.

The Faculty Senate Executive Committee will periodically review search procedures and these procedures to ensure effective faculty consultation in the appointment of senior administrators. Likewise, the Vice President of Inclusive Excellence will periodically review these procedures to confirm that the university's commitment to inclusive excellence is manifest in all aspects of administrative searches.

*A. Search Committees for School Deans, the University Librarian, the Dean of Graduate and Professional Studies, and the Vice Provost for Global and Immersive Studies*

Each academic unit will establish procedures for electing up to five full-time faculty members as the unit's recommended representatives on the search committee for its new leader. Customarily, responsibility for this election falls to an existing academic committee, such as the unit's executive committee, faculty council, or faculty actions committee. This committee will present the provost with the names of five faculty members selected according to the unit's procedures within 14 calendar days following the announcement of a search. The provost will select three members of the search committee 2 -1.4 ~~63~~

will consult with representatives of key offices and groups—including the Faculty Senate, Staff Council, and/or affected university offices—to determine the most appropriate structure and makeup of the search committee. The Faculty Senate will provide the provost with the names of up to five faculty members willing to serve on the committee, from whom the provost will choose three, with at least one holding a term appointment. Similarly, the Staff Council will provide the provost with two names, from whom the provost will choose one. These recommendations should be made within 14 calendar days of the announcement of the search.

The provost will then finalize the membership of the search committee, adding additional full-time faculty and staff and appointing a chair. Broad familiarity with the work of the office that the new administrator will supervise should be a primary consideration in the appointment of committee members, both from Academic Affairs and other university divisions. It is no less important, however, that the committee be sufficiently diverse and that the concerns of affected faculty and staff across the university be well represented. The provost will also typically appoint to the search committee a sitting dean or vice provost and may appoint one or two student representatives, as appropriate to the purview of the position.

stages of the search, the identity of candidates and search committee deliberations will be kept strictly confidential.

For appointments with tenure, the provost will obtain a recommendation on tenure and rank from the senior faculty of the teaching unit in which the senior administrator will be appointed, in accordance with the *Faculty Manual*. Final selection and offer negotiation with the finalist(s) remain the responsibility of the provost. Final appointment and formal approval of tenure (as applicable) are the responsibility of the Board of Trustees.

### **Exceptions**

These are the customary procedures. In unusual circumstances, senior academic position searches may require a more expedited process, such as limiting the pool to internal candidates, which will be set by the provost in consultation with the Faculty Senate Executive Committee, the established academic committee of the academic unit in question (as appropriate), and the president.