

University of Louisiana System

**Title: SEARCH POLICIES AND
PROCEDURES FOR
NATIONAL SEARCHES FOR
POSITIONS OF ACADEMIC
DEAN OR HIGHER**

Effective Date: March 1, 2004

**Cancellation: June 11, 1999
National Searches for
Administrative Positions**

Chapter: Faculty and Staff

Policy and Procedures Memorandum

This PPM is intended to develop a framework for a process that includes minimums for conduct of searches. Each university may implement this framework in more specific terms than the language presented here.

DEFINITIONS

Prospect: As used in this policy, *prospect* refers to any individual nominated or applying for a position, whether the person has agreed to be considered or not.

Candidate: A *prospect* becomes a *candidate* only when he/she has agreed to a formal interview.

Supervisory Authority: The officer to whom the selected *candidate* will report. In the case of a search committee for vice president, the supervisory authority is the University President.

STATEMENT OF POLICY

- Leadership is crucial to the future of a university. Effective processes for attracting prospective university leaders are essential to the strength and future of the university. Members of search committees play a critical role in the success of each of the university's campuses as well as the System. A search committee member takes on a great responsibility not as a constituency representative but rather as a representative of all members of the university community. It is extremely important that distinguished members of the university community agree to serve on search committees, and that their efforts be committed to the objectives of the search.
- The search process shall be completed in accordance with affirmative action and non-discrimination policies.
- All searches shall be conducted in a timely and professional manner that respects the rights to confidentiality, to the extent permitted by state law, of prospects and candidates.
- The University President is charged with the responsibility for ensuring oversight and implementation of this policy.

STATEMENT OF PROCEDURES

I. Search Committee Mandated

The search process, as provided in this policy, shall be national in scope and is mandated when vacancies occur in positions of vice presidents, academic deans, or athletic directors.

Note: The selection of persons to serve as associate or assistant vice president, and associate or assistant academic dean is a matter of administrative determination, since these administrators serve primarily at the pleasure of the vice president or academic dean.

II. Search Committee Composition

Membership requirements for search committees are set forth below in this policy (Attachment A.). With regard to all search committees under this policy, the supervisory authority may appoint a committee member whether nominated or not.

III. Search Authorization

The search committee should be constituted and a national search process commenced as quickly as is reasonably possible after it becomes known that an administrative vacancy will occur. The office of the President is charged with administrative responsibility for ensuring that administrative vacancies are filled in accordance with Board policy.

The President shall, at the outset of each search and in accordance with all applicable procedures, set the anticipated salary range for the position to be filled. Candidates shall be informed of the salary range at the appropriate time. In extraordinary circumstances, the university, in consultation with the System staff, may elect to offer a salary outside the specified range but within the guidelines of the UL System's Administrative Salary Policy.

A search authorization will be prepared by the supervising authority and will include:

- The charge to the search committee, including affirmative action requirements and considerations of timing;
- A position description that indicates (1) minimum qualifications for the position, and any prerequisites of the position, (2) position responsibilities, and (3) any special criteria, circumstances or issues regarding the position.

A copy of the search authorization will accompany letters of appointment to members of the search committee.

IV. Search Committee Chair

The President may appoint the search committee chair or may request the committee to select its own chair. The chair will inform the prospects of the committee's timeline and shall keep committee members and the supervising authority informed of the progress through the distribution of minutes.

V. Search Committee Process

- **Recruitment plan/timeline:** The university administration, in consultation with the search committee, shall develop a recruitment plan and determine a target date for completing the search. The recruitment plan shall include a review of institutional priorities and affirmative action requirements.
- **Preferred Qualities:** The university administration, in consultation with the search committee, will determine the most important qualities and skills possessed by the person chosen for the position.
- **Review of Prospects:** The search committee will promptly review nominations and applications. If the university administration, with the consultation and advice of the search committee, identifies qualified prospects, interviews with appropriate groups and individuals will take place. The supervisory authority will work with the campus affirmative action (or EEO) officer to ensure that effective recruitment mechanisms for women and minority candidates exist and that the search committee is provided information relevant to the identification of women and minority prospects.
- **Interviews and Candidate Selection:**
 - **Interviews:** To encourage focused interviews regarding the candidates' experience, views, and accomplishments, the committee shall be charged with interviewing each university-wide (vice president) candidate in an open forum; and candidates should be available to answer questions by appropriate constituencies.
 - **Selection:** An unranked list of the top three or more finalists, signed by each of the committee members confirming the committee's choices, shall be submitted to the appropriate supervisor (Vice President or President). The supervisory authority shall be solely responsible for discussions with the candidate concerning conditions and prerequisites of employment in accordance with applicable administrative policies.

VI. Release of Candidate Information

- It is to be understood by all applicants that the university, consistent with State open records and reports rules and regulations, may make public certain information on the candidate.
- The university administration will designate a sole spokesperson regarding committee activities and the status of the search process.

VII. Administrative Support

The university administration will provide the search committee with adequate resources and assistance to carry out the committee's responsibilities.

VIII. Central Repository of Search Information

Final search committee records and reports will be kept in the personnel/human resources office (or designated EEO office) and, consistent with the open records rules and regulations, be designated as personnel files. Separate reports shall include observations about the search process for the benefit of those involved in subsequent searches.

IX. Board Action

When submitting agenda items for Board approval, institutions must indicate the process used in the search and provide the Board staff with: search committee minutes (for each meeting indicate meeting date, members in attendance, applicants/applications reviewed, and actions taken) , the number of applications received, the number of candidates interviewed, and the makeup of the search committee. The Board staff will focus on reviewing the selection process rather than the credentials of individual candidates.

As a means of monitoring compliance with this policy, each institution shall be subject to a request to submit, on a random basis, the entire search committee files for review by the Board staff prior to the Board's approval of a selected candidate.

Policy Reference:

Board Rules

Review Process:

Council of Vice Presidents for Academic Affairs

University Presidents

Board

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Attachment A

VICE PRESIDENTS

The search committee for a Vice President will be appointed by the President. The committee will contain an appropriate mix of faculty, students, and staff (as well as possibly others) relevant to the function of the vice president.

DEANS

The supervising authority will appoint the members of the search committee in accordance with procedure established by the university. The membership of the committee will reflect the constituencies of the Dean (including a student).
