

Longwood University Faculty Senate  
**PROPOSAL/POLICY COVER  
SHEET**

This cover sheet is intended to provide information to members of the Faculty Senate about a new proposal/policy or about revisions to an existing proposal/policy. **If you are proposing a new policy, then attach the text of the policy to this form. If you are proposing a change to an existing policy, then attach the text of the current policy with any deleted language marked by a strikethrough and with new language marked by an underline. If you are deleting a policy, then attach the text of the policy to be deleted.**

**COMMITTEE(S)** that authored or sponsored this proposal:

Darrell Carpenter (Senator) on behalf of members of the CBE

**TOPIC:**

*The FPPM policy related to appointment of a college dean*

*-Specifically, to address procedures related to the appointment of an interim dean and to clarify the process for search committee member selection when a college has less than 3 academic departments*

**BACKGROUND** (Provide a brief statement describing the origins of this proposal, the nature of the problem it addresses, and the work completed to devise the proposal):

The FPPM is virtually silent on procedures for the appointment of interim deans. In order to strike a balance between the administration's need for flexibility and the faculty's interest in self-governance, language related to procedures for the appointment of interim deans is needed. New language has been crafted that allows for faculty input prior to the selection of an interim dean while preserving the administration's ability to expeditiously appoint an interim dean when required.

Additionally, the procedure for selecting members of a dean search committee currently preclude having more than one member from an academic department. The CBE only has 2 academic departments and the policy needs to allow for more than one representative from a department in this case.

**SUMMARY OF NEW POLICY OR PROPOSED CHANGES OR DELETIONS TO AN EXISTING POLICY** (Provide a brief list or statement describing the content of the policy or the proposed changes or deletions):

New language adds a formal procedure for appointment of interim deans. Specifically, the Provost will offer more than one candidate and allow faculty in the affected college to review resumes, have an opportunity to meet with candidates, and weigh in prior to selection.

When the Provost chooses to postpone a search for a permanent dean and, instead, appoint an interim, the faculty in the affected college will be invited to a meeting to discuss the situation before the process begins.

The revised policy also clarifies that search committees can have more than one representative from an academic department when the college has less than three academic departments while specifying that each department must be represented.

**RATIONALE FOR THE POLICY OR PROPOSED CHANGES** (Provide a brief statement as to why the new policy, the changes, or the deletion is needed):

The FPPM does not outline a role for faculty in the selection of an interim dean. Language is needed to allow for faculty governance and faculty input in such matters.

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**Routing information and signature lines:**

Date submitted to Senate Executive Committee for Consideration:  
Action(s) Taken:

Date first read at Faculty Senate:  
Action(s) Taken:

Date final action taken by Faculty Senate:  
Action(s) Taken:  
Senate Chair: \_\_\_\_\_

Date submitted to the PVPAA (within 5 working days of Senate approval):  
Action(s) Taken:  
PVPAA: \_\_\_\_\_  
Date: \_\_\_\_\_

Date submitted to other administration:  
Action(s) Taken:  
Administrator: \_\_\_\_\_  
Date (within 15 working days of PVPAA's signature): \_\_\_\_\_

Date submitted to the Board of Visitors:

Coversheet updated 9/2017

#### D. PROCEDURE FOR THE APPOINTMENT OF COLLEGE DEANS

1. The procedure to fill a vacant college dean position involves collaboration between the Provost and Vice President for Academic Affairs (PVPAA) and the faculty of the college in which the vacancy occurs. The search process normally begins in the fall semester and is designed to lead to an appointment for the subsequent year. The process is initiated by the PVPAA, who informs the college faculty that the search will be conducted, and provides the faculty with the procedure to be followed.
2. The five member search committee will consist of three faculty members and one student member representing the college in which the vacancy exists, and one non-student member external to the college. Nominations for the student member will be provided by the Vice President for Student Affairs.
3. The selection for nominees for the college faculty representatives will be initiated by the PVPAA, who will circulate to all full-time faculty members of the college a list of all full-time faculty in the college. Each faculty member will check six names and return the ballots within five days to a designated member of the Senate Executive Committee who is not on the above circulated list. This individual, with the assistance of another Senate faculty member who is not on the above circulated list, will count the ballots and transmit the results to the PVPAA. The list of nominees shall consist of the six individuals receiving the highest number of nominating votes.
4. Upon receipt of the list of nominees, the PVPAA will choose three faculty members, no two of whom will reside in the same department, unless the college has fewer than 3 departments, at which point each department must be represented; and The PVPAA will invite them the selected faculty members to serve on the search committee; whenever possible the nominees receiving the highest votes will be chosen to serve.
5. The Vice President for Student Affairs will provide the PVPAA with a list of three students from which to choose a student representative to the committee. Students on the list must have a minimum 3.0 GPA and 60 hours of course work completed at Longwood University.
6. The PVPAA will appoint a fifth committee member who is not a student, and who is not affiliated with the affected college, to complete the composition of the committee. The PVPAA will notify the college of the committee composition as soon as the selection process is completed.
7. The PVPAA will appoint a committee chair and call an initial meeting of the committee to give the members their charge, and to discuss the search procedures and time table. The search committee and the PVPAA will work together to create an advertisement for the vacant position. The PVPAA is responsible for placing the advertisement in appropriate venues.
8. When the deadline for applications is past, the committee will screen the applicants, narrowing the applicant pool to a list of no more than twelve candidates. The committee will examine the qualifications of this list and conduct preliminary interviews with candidates on this list.
9. Upon completion of this process, the committee will forward to the PVPAA a list of the two to four most promising candidates, any of whom appear to be acceptable to the committee, and their files.
10. The search committee and the PVPAA will arrange an interview schedule for the finalists and invite them to campus. The schedule will include opportunities for interview by the committee, 86 the

department chairs, the PVPAA, the President, students, and other constituencies deemed appropriate by the PVPAA.

11. After the campus interviews are completed, the search committee will meet to discuss these candidates. They will forward to the PVPAA a list of acceptable candidates. If an acceptable candidate is chosen by the PVPAA, the selection will be announced to the faculty at the earliest feasible time.

12. Should none of the candidates invited for an on-campus interview prove acceptable to the search committee, the committee will provide the PVPAA with additional names to invite to campus and repeat step 10. If no candidate from the short list of no more than twelve is acceptable, the PVPAA will determine whether or not to reopen the search that year or temporarily fill the position with an interim.

a. When appointing an interim dean, the PVPAA will identify more than one potential candidate.

b. The PVPAA will provide faculty of the affected college with copies of resumes of potential candidates and will arrange an opportunity for faculty to meet with each candidate.

c. The PVPAA will provide opportunities for faculty feedback on the candidates prior to making an appointment.

13. Throughout the process, the committee will maintain strict confidentiality. The committee will keep the PVPAA informed as the search progresses, especially if circumstances dictate an adjustment in the time table established at the beginning of the search.

14. Prior to making a decision to delay a search for a permanent dean and appoint an interim dean, the PVPAA will meet with the faculty of the affected college to discuss the situation before the process begins. The steps outlined in 12a, 12b, and 12c must be followed.