

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:

Faculty from the Dean's search committee for Cook-Cole College of Arts & Sciences Dean (2013-14): Lee Bidwell, Larissa Smith Ferguson, David Shoenthal

**TOPIC: Revisions to SECTION III. D. PROCEDURE FOR THE APPOINTMENT OF COLLEGE DEANS**

**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):

In 2013-14, the aforementioned Dean's search committee found what it believes to be several outdated and/or unstated steps in the policy for conducting a Dean's search. Most importantly, one could interpret the current policy as allowing the search committee no input or discussion with the Provost and Vice President for Academic Affairs (PVPAA) after the selection of on-campus candidates. Faculty members named above worked on this language during this academic year in order to update the section.

**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):

- 1) **Redefining the person from whom the student member of the search committee comes.**
- 2) **Condensing the faculty selection process for committee membership.**
- 3) **Reducing the required number of candidates interviewed prior to the selection of on-campus interviews.**
- 4) **Allowing flexibility in the number of on-campus interviewees.**
- 5) **Ensuring the search committees role throughout the process, not just until the selection of on-campus interviewees.**

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

We feel it is essential for the committee to offer their counsel to the PVPAA as part of her/his decision-making process. As currently stated, the committee's official involvement ends with interviews of on-campus

candidates. No input from the search committee following these interviews is required, and the changes in the policy remedy this lack.

Other changes in the document are meant to reflect a simpler approach to selection of and restrictions on both the committee members and shortened lists of candidates, as well as to ensure interactions between the search committee and the PVPAA throughout the process.

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: \_\_\_\_\_

Final action(s) Taken:

## 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 from representing the college in which the vacancy exists, ~~one student member,~~ and one non-student member external to the college. Nominations ~~for the faculty representatives will be chosen by the full-time faculty of the involved college, and nominations~~ for the student member will be provided by the ~~Student Government Association~~ 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 ~~a member of the college for which the search is being conducted~~ on the above circulated list. This individual, with the assistance of another Senate faculty member who is not ~~a member of the affected college~~ 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, ~~within the following parameters: no department in the Cook-Cole College of Arts and Sciences, and the College of Education and Human Services, will have more than two representatives on the list of nominees; no discipline in the College of Business and Economics will have more than two representatives on the list of nominees.~~

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, and ~~issue invite~~ them ~~invitation~~ to serve on the search committee; whenever possible the nominees receiving the highest votes will be chosen to serve.

5. The ~~Student Government Association~~ 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 2.53.0 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, ~~within a reasonable time (normally two weeks after committee selection),~~ 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. ~~At this meeting the PVPAA will provide the committee with a copy of the advertisement that will include the requirements for the vacant position specified by its job description.~~ 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 publicationsvenues.

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 fifteen-twelve candidates. The committee will examine the qualifications of this short list ~~closely by contacting references supplied by the candidates as well as other appropriate individuals who know the candidates' record of achievement and~~ conduct preliminary interviews with candidates on this list.

9. Upon completion of this process, the committee will forward to the PVPAA an unranked list of the three-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, the department chairs ~~[or, in the case of the College of Business and Economics, discipline coordinators]~~, 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.~~

~~1012.~~ ~~If an acceptable candidate is chosen by the PVPAA, the selection will be announced to the faculty at the earliest feasible time.~~ Should none of the three candidates invited for an on-campus interview prove satisfactory acceptable to the search committee, the committee will provide the PVPAA with additional names as appropriate to invite to campus and repeat step 10. If no candidate from the short list of no more than fifteen-twelve is acceptable, the PVPAA will determine the most feasible course of action, i. e. whether or not to reopen the search that year or temporarily fill the position with an interim. ~~or to seek other candidates from the original pool.~~

~~1113.~~ 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.