

ACADEMIC AFFAIRS

Internal Searches for Deans' Appointees, i.e. chairs, assistant/associate deans:

1. File a PeopleAdmin recruitment authorization – primarily for appointment tracking purposes
2. Indicate that a waiver is requested to conduct an internal search/restricted to department or college
3. Described minimum qualifications, e.g. tenured, rank, etc.

Process requirements:

1. Notify those who are eligible that a position is available (email announcement ok) and describe position
2. Ask for nominations/applications from appropriate individuals, e.g. department or college faculty, describing what information should be provided in support of the application/nomination
3. Dean reviews applications and asks for input from appropriate individuals
4. Dean interviews and appoints, after reviewing with SVCAA
5. Offer letter extended by Dean and SVCAA, setting out specific appointment terms, responsibilities, and expectations
6. Fill out post-hire details for EAD to provide record of person hired and process used.

Notes:

1. Review department and/or college bylaws to determine if other requirements are in place for these positions.
2. Faculty applicants will not need to apply through PeopleAdmin.
3. The dean may appoint an advisory committee which does not have to be a formally constituted search committee.
4. Each college should describe further details of the process it will use for these positions, i.e. if an advisory committee will be used, whether they will interview applicants and make a recommendation to dean, etc.
5. In the case of interim appointments, i.e. appointments of 1 year or less, dean may just appoint after appropriate consultation with notification through cc on letter of offer to EAD and Academic Affairs.