

## **Search and Rating Procedure for the Position of Dean of the Michigan State University Libraries**

Pursuant to the University Bylaws 3.2.5.5 and the Michigan State University Library Bylaws 2.1.2, the Steering Committee of the MSU Libraries shall have shared responsibility with the Provost to determine the procedures for the selection of the Dean of the Libraries to be nominated by the Provost. The Steering Committee, on behalf of the Faculty of the Library, has shared responsibility with the Provost to develop the procedures for the selection of the Dean to be nominated by the Provost. The Steering Committee proposes the following procedures:

1. The search will be open to all candidates.
2. Upon approval of these procedures, a Search and Rating Committee (hereafter referred to as "the Committee," see point 3 below) shall be established consisting of individuals willing and able to serve and to honor the expectation that members shall attend all meetings of the committee. The Committee shall prepare a job description announcement for posting which the Libraries' Steering Committee and Libraries' Advisory Support Staff Committee will review and the Provost shall approve. The vacancy shall be posted in appropriate publications and venues, as agreed to by the Provost and the Committee to satisfy the standards of a national competitive search. Search consultants will assist in the preparation and placement of job posting. See appendix in this document for a list of suggested job posting locations.
3. The Committee shall consist of individuals selected by the following procedures in compliance with University and Library bylaws. No person who permits their name to be entered as a candidate for the position of Dean shall serve or continue to serve on the Committee.
4. The Committee shall consist of 15-17 members with the following affiliations:
  - a. Librarians representing the three levels of appointment. Nominations will be solicited, and self-nominations are welcome. Each nomination should include a brief statement describing the librarian and the reason(s) the librarian should serve on the committee. From the pool of nominations, the Steering Committee will select one librarian from each ranking to be on the Committee. Nominees must be employed at MSU Libraries for at least 12 months at the time of the call for nominations to be eligible to serve on the search committee.

- Librarian I
- Librarian II
- Librarian III

b. Two library staff (which includes support staff and academic specialists). Nominations will be solicited and self-nominations welcome. Each nomination should include a brief statement describing the support staff and the reason(s) they feel they should serve on the committee. From the pool of nominations, the Steering Committee will select two library staff with input from the President of the Advisory Support Staff Committee. Nominees must be employed at MSU Libraries for at least 12 months at the time of the call for nominations to be eligible to serve.

c. One undergraduate student either selected by Associated Students of MSU (ASMSU) or the individual serving as the ASMSU representative for the University Committee for the Library (UCL).

d. One graduate student selected by Council of Graduate Students (COGS) or the individual serving as the COGS representative for the University Committee for the Library (UCL).

e. Two faculty representatives from MSU tenure-stream faculty, including one faculty member from the University Committee for the Library, appointed by the Provost.

f. One member of the Library Steering Committee selected by Steering.

g. One Dean appointed by the provost from among the deans of the MSU degree granting colleges to serve as a co-chair of the Search Committee.

h. Four faculty representatives to include at least two tenure system faculty and one fixed-term faculty member or academic specialist, chosen to ensure representation from each of the following disciplinary areas: Health Sciences, Arts and Humanities, Social Sciences and Professional Programs.

i. All nominations will be reviewed by the Office for Faculty and Academic Staff Affairs to ensure search committee members are in good standing at the university. If the selection procedures described above do not result in the

inclusion of both women and minority representatives, the Provost may appoint, as necessary, up to two additional faculty members.

5. A Search Consultant will be selected to assist with the search and selection of the dean. The Search Consultant will interact with and report to the Committee and the Provost. The Search Consultant will play an active role in identification and cultivation of potential candidates and may perform other assignments agreed upon by the Committee and the Provost. Names of individuals recommended by the Search Consultant or others will be forwarded to the Search Consultant and all potential candidates will be made available to the Committee and the Provost for discussion.

6. The Provost shall appoint the two chairpersons of the search committee in consultation with the Steering Committee of the MSU Libraries. One co-chair will be the current dean of a degree-granting college and the other will be a representative from the Libraries. The representative from the Libraries is in addition to the committee composition outlined in section #4. The co-chairs will sign all correspondence required by the Committee. The Committee may select a secretary and shall select an affirmative action (process fairness) advocate from among its members. The Office of the Provost shall provide administrative support to the Committee.

7. The Committee may meet after charge of the full committee and act providing there is quorum. The quorum of the Committee shall consist of one-half plus one of the members. The quorum may be achieved via Microsoft Teams, Zoom, or other means of real-time, virtual communication.

8. If any member of the Committee resigns or otherwise vacates their membership, the Provost shall find an alternate Committee member from the same designation (e.g., UCL faculty member) using the same selection methods as written in #4. Absence from three meetings/interviews will be directed to the Steering Committee for determination if a new member should be seated.

9. The Committee, in consultation with the Provost, shall develop a position description and define the qualification criteria for candidates. In this phase of the search process and, in general, whenever possible, the Committee shall actively seek the advice of the constituency of the Library through the elected body of the Steering Committee and the Advisory Support Staff Committee. The draft position description will be shared with both the Library Steering Committee and the Advisory Support Staff Committee to gather feedback on the document prior to posting. The Library Steering Committee and the Advisory Support Staff Committee is expected to provide feedback within three (3) business days.

10. The Committee and Search Consultant will actively seek a diverse pool of qualified candidates. The Committee shall develop a recruitment plan that includes special efforts to attract underrepresented groups. The recruitment plan shall be approved at the start of the recruitment process by the Office for Institutional Diversity and Inclusion and the Office of the Provost. The Office of the Provost may also undertake special recruitment efforts for women and minority candidates. If the initial applicant pool does not include a reasonable proportion of women and minorities, additional efforts to identify such candidates shall be undertaken.

11. The Committee, in consultation with, and agreement of, the Provost, shall define the criteria for assessing and evaluating candidates through the development of a qualification rubric which reflects the qualifications described in the position description. The Committee may consult with the Office for Institutional Diversity and Inclusion on developing the qualification rubric.

12. The search consultant will provide preliminary screening of candidates prior to presenting to the Committee; however, a full list of all candidates will be made available to the Committee. Initial screening of candidates will be a Committee-led activity based on application materials. All involved in the search process shall commit to maintaining confidentiality.

13. The Committee shall screen candidates to determine which individuals are best qualified. All candidates shall be assessed using the position description and defined qualification criteria (see 12 above). Assessments may be in qualitative as well as quantitative form. The Committee will provide assessments and ratings of all candidates to the Provost at appropriate times during the search process.

14. Each time the Committee completes a set of candidate ratings, the Committee and Provost or designee shall discuss the ratings. During the initial screening process, after in-depth consultation with the Committee, the Provost may decide to have a candidate or candidates remain on the "Active Candidate List" to be rated again in a subsequent screening. No candidate may be so reconsidered more than once. Once the Provost and the Committee agree on the list of candidates for on-campus interviews, no amendment to the list shall be permitted, except by agreement of two-thirds of the full Committee and the Provost. These consultations and actions shall be deemed confidential.

15. The Committee will provide timely reports on the progress of the search to the

Steering Committee of the MSU Libraries and the MSU Libraries' Advisory Support Staff Committee. The Committee should make the process as transparent as possible while maintaining confidentiality. Reports to the Steering Committee should be as informative as possible, but shall not include the names of candidates, and will not be deemed confidential.

16. The Office for Faculty and Academic Staff Affairs (FASA), in consultation with the Committee and the Office of the Provost, will arrange and schedule interviews for the final group of candidates. The Provost and the Search Committee shall determine final schedules with the candidates having substantial interaction with library constituents. Background information on each final candidate will be made available to the MSU community. Each of the final group of candidates will give a public presentation open to Libraries' faculty and staff and all interested members of the MSU community. FASA, in consultation with the Committee will make a determination on the modality of the public presentation. It is preferred that these public presentations occur as in-person events, streamed synchronously online, with attention paid to local health and University guidelines to dictate whether in-person events are safe.

17. All faculty, staff, and students who meet with the candidates shall be provided the opportunity to provide anonymous and/or confidential input to the Committee. These assessments shall be advisory to the Committee and be considered in its evaluation of final candidates.

18. The Committee shall assess the final candidates and meet with the Provost to discuss the assessment. The Provost shall meet with the Committee prior to entering negotiations with the candidate selected by the Provost.

19. All aspects of the Search and Rating Procedure shall conform to the University's Academic Hiring Procedure. The Associate Provost and Associate Vice President for Faculty and Academic Staff Affairs and Vice President and Chief Diversity Officer shall provide support to the Committee in the search process.