# December 5, 2023

# MEMORANDUM

**TO:** The Steering Committee

**FROM:** Tyler Silvestri  
 *Secretary for Academic Governance*

**SUBJECT:** Matter Referred to Committees | November 8, 2023–Present

Pursuant to the reviewable authority granted to me by the Steering Committee on September 5, 2023, I received the following request for referral and took the associated action.

**University Guidance on Associate and Assistant Dean Hiring Criteria**

On November 20, Assistant Provost Kara Yermak reached out to me requesting advice on identifying the appropriate academic governance committees to review possible changes to the [university’s guidance on hiring criteria for associate and assistant deans](https://hr.msu.edu/policies-procedures/faculty-academic-staff/academic-hiring-manual/academic_titles.html).

Given the overlap between this matter and the University Committee on Academic Governance’s ongoing consideration of whether HP faculty should be eligible to serve as deans of health colleges, I referred the matter to UCAG. Additionally, because section 4.6.4. of the *Bylaws* reads, “The UCFA shall advise the Provost on personnel policies relating to faculty, including . . . **assignment to** teaching, research, and **administration**” (emphasis mine), I also referred the item to the University Committee on Faculty Affairs.

UCFA reviewed the matter at its November 28 meeting, and UCAG did so on November 30.