MICHIGAN STATE
U N I V E R S I T Y

TO: The Steering Committee and The University Committee on
           International Studies and Programs

FROM: Thomas D. Jeitschko, Ph.D., Interim Provost and Executive
           Vice President for Academic Affairs

DATE: May 14, 2024

SUBJECT: Vice Provost and Dean of International Studies and Programs
           Search

In the Spring of 2024, Dean Steven Hanson indicated his desire to step down from his position as Vice Provost and Dean of International Studies and Programs (ISP). Dean Hanson intends to transition at the end of December 2024. With this information, I would like to share my intention to conduct a national search for the next Vice Provost and Dean of ISP.

The selection of university administrators is a matter of great importance to the University; so much so that it is codified in the Bylaws for Academic Governance. Procedures are in place which provide for faculty and student participation in the selection of certain University-level Administrators. Specifically, there are certain positions which have been identified for those administrators who significantly affect the academic programs of the University; the Vice Provost and Dean of International Studies and Programs is one of the positions that fall into that category.

In alignment with the Selection of University-level Administrators procedures, I will work with the University Committee on International Studies and Programs regarding the steps that will be utilized during the process. I request your advice/feedback on these procedures by May 21, 2024 (Qualtrics feedback survey link in e-mail cover). Consistent with past practice and pursuant to the procedures, I understand that the Steering Committee may consult with the Faculty Senate prior to sending your final Steering Committee advice to me. I recognize that we are nearing the end of the academic year, and the expectation is that I begin this now to actively recruit candidates during the summer months and then resume the search process (i.e., interviews) at the beginning of next academic year, 2024-2025. We will use the support of an executive search firm to assist with identifying candidates for the position.

Vice Provost and Dean of ISP Search Procedures

One of the first steps is appointing a Search and Rating Committee that will help draft the position description and provide me with evaluations or recommendations on individuals under consideration. The procedures specify that the Steering Committee shall provide advice on the general composition and specific membership of the advisory committee (referred to as the "advisory committee" in the policy).

The search committee has been identified, and this committee consists of ten individuals that are appropriately representative, yet small enough to work on an expeditious time schedule. These ten individuals (selected by me unless otherwise noted) are: a fixed term faculty member in the College of Agriculture and Natural Resources, a senior leader in the Admissions unit, two tenure system faculty with international program focus, Associate Dean in Global Health, Director of the International Business Center and Center of International Research, a representative from ISP, an undergraduate student from the College of Engineering, and the Dean of James Madison College. I would like to request a representative from the University Committee on International Studies and Programs. Furthermore, if the Steering Committee is compelled to add another member to the search committee, I am willing to consider such a nomination. These individuals will join the search committee at the beginning of the academic year.

The charge to the search committee is as follows:

- Create the position description for approval by the Provost.
- Share in actively seeking out the recruitment of qualified candidates, especially those from underrepresented groups.
- Create a search committee assessment plan to be used in the evaluation of candidates drawn from the qualifications and expectations described in the position description and initial conversations with the Provost.
- Review the applications.
- Ensure the utmost confidentiality to maximize the retention of candidates.
- Screen candidates to determine which individuals are best qualified, using designations such as unqualified, qualified, and highly qualified. All candidates shall be assessed using the uniform criteria to identify those to be brought forward as semi-finalists (1st round interviews) and finalists (on-campus visits).

My office will arrange and schedule the semi-finalist interviews and on-campus visits. The search committee will conduct virtual interviews during the semi-finalists phase. At the finalist stage, interviews will include members of the MSU community such as: the Provost, the Vice President for

Research and Innovation, members of the Council of Deans, Vice Provosts, the Chief Diversity Officer, the Search Committee, faculty and staff in ISP, and other faculty, staff, and administrators with interest in ISP, and the University Committee on International Studies and Programs. There will be a public presentation to provide an opportunity for the MSU community to learn more about the candidate. Background information on each final candidate will be made available to all interview participants. Participants in the campus visits shall be provided the opportunity to submit a written evaluation (Qualtrics survey) or otherwise communicate with the search committee on a confidential basis.

At the conclusion of the on-campus interviews, the search committee will assess the final candidates and present their confidential advisory report to me at a meeting. I will take the report under advisement and meet with the search committee chair (if needed) prior to entering negotiations with the candidate selected.

I look forward to working with members of our university community on this important process.