# Search and Review Procedures for the Position of Secretary for Academic Governance

1. The search shall be open to qualified internal and external candidates. The Provost, in consultation with the President and the Faculty Senate Chair, shall prepare a position description and an announcement for distribution.
2. The Search and Review Committee shall be established consisting of individuals selected by the Provost (see recommendations in #3 below). No person who permits their name to be entered as a candidate for the position shall serve on the Committee.
3. The Search and Review Committee shall be constituted as follows:
   1. One graduate student to be selected by the Dean of the Graduate School in consultation with COGS
   2. One undergraduate student to be selected by the co-Leaders of the Division of Student Affairs in consultation with ASMSU
   3. The Chairs of the Faculty Senate, the University Committee on Academic Governance, and University Committee of Faculty Affairs
   4. One representative from the Office of the Vice Provost for Faculty and Academic Staff Affairs
   5. The Provost in consultation with the President may appoint additional members of the committee if necessary to ensure a diverse Committee.
4. The Provost, after consultation with the President, shall select a chairperson for the Committee. The chairperson will sign all correspondence as required by the Committee. The Office of the Provost shall provide administrative support, maintain candidate folders, make folders available to the Committee, schedule candidate visits, etc.
5. The Committee may take actions if at least two-thirds of the members are present.
6. The Committee shall establish operating procedures consistent with these guidelines and, in consultation with the Provost and President, define the criteria for evaluation of candidates.
7. Qualified candidates will be actively sought through methods identified by the Committee. Special efforts will be made to recruit underrepresented candidates. A recruitment plan will be developed by the Committee in consultation with the Provost.
8. Initial screening will be based on the candidate’s letter of interest and resume/curriculum vitae; letters of reference or reference checks will be required for evaluation of final candidates. All involved in the search process – the Provost and the Committee – shall ensure confidentiality to maximize the retention of candidates.
9. The Committee shall screen candidates to determine which individuals are best qualified through an established assessment tool (e.g., matrix, rubric) developed by the Committee. The Committee will present to the President or Provost evaluative comments including recommendations using designations such as unacceptable, acceptable, and highly acceptable. All candidates shall be assessed using uniform criteria developed by the Committee from the job posting. The Committee will provide reviews of all candidates to the Provost. Such reports will be deemed confidential.
10. Once the Committee completes a set of candidate reviews the Provost or designee shall be informed. After receiving the advice of the Committee, the Provost, in consultation with the President, shall decide on the list of candidates to move on to the next stage in the search process. These advisory consultations and action shall be deemed confidential.
11. The Office of the Provost will solicit letters of recommendation and schedule the on- campus interviews for the final group of candidates. This schedule shall include the President, Provost, the Faculty Senate Chair, and the Committee. In addition, this schedule may include other faculty, student representatives, and other administrators as appropriate. The final on-campus interview schedule will be developed by the Committee in consultation with the Provost. Background information on each final candidate will be made available to interview participants.
12. All individuals who meet with the candidate shall be provided the opportunity to submit a written evaluation or otherwise communicate with the Committee, who shall share a summary of these evaluations with the Provost on a confidential basis.
13. At the conclusion of the on-campus interviews, the Committee shall assess the final candidates (see item 9 for assessment designations) and present their advisory report at a meeting with the Provost. The Provost shall meet with the Committee prior to entering into negotiations with the candidate(s) selected by the Provost after consultation with the President.
14. All aspects of the search and review procedures shall conform to the University’s hiring policies and the APSA collective bargaining agreement.

Agreed:

Angela Wilson, Ph.D. Date

Chair of Steering Committee

Thomas D. Jeitschko, Ph.D. Date

Provost and Executive Vice President for Academic Affairs