Search and Rating Procedures
for the Position of Dean of the Honors College

1. This position search shall be open to tenured faculty currently appointed at Michigan State University at the rank of assistant professor and above. The Provost shall prepare a job description announcement for posting within the University.

2. A Search and Rating Committee (hereafter, the Committee) shall be established by the Provost in consultation with the Executive Committee of Academic Council in accordance with the “Taylor II” procedures.* The Committee shall be composed of seven members: four tenure system faculty members, one dean and two undergraduate students, one of whom shall be a member of the Honors College. The Provost shall appoint the Committee from four tenure system faculty nominated by the Executive Committee of Academic Council and four tenure system faculty nominated by the Advisory/Consultative Committee on Honors Programs, from two deans nominated by the Council of Deans and four undergraduate students nominated by the ECAC ASMSU member. Individuals nominated to serve on the Committee should have experience or familiarity with the Honors College. Diversity shall be ensured in the Committee composition and, as necessary, the Provost after consultation with the Executive Committee of Academic Council may add an additional member(s) to secure a diverse membership. No person who permits his or her name to be entered as a candidate for the position of dean shall continue to serve on the Committee.

3. The Committee may take actions if at least one-half of the members are present.

4. The Provost, at her/his discretion, shall designate a chairperson from among the Committee’s members or the tenure-system faculty at large. The chairperson will sign all correspondence as required by the Committee. The Office of the Provost shall provide staff support, maintain candidate folders and make folders available to the Committee.

5. The Provost in consultation with the Committee shall define the criteria for evaluation of candidates.

6. The Committee will actively seek qualified candidates. Special efforts will be made to identify women and minority candidates. The recruitment plan will be approved in advance by the Office of Affirmative Action Compliance and Monitoring 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 will be undertaken before the screening process begins.

*Procedures for faculty and student participation in the selection of specified university level administrators.
7. Initial screening will be based on the curriculum vitae; formal acknowledgement of candidacy may not necessarily be required until letters of reference are requested. All involved in the search process shall ensure confidentiality to maximize the retention of candidates.

8. The Committee shall screen candidates to determine which individuals are best qualified, using designations as acceptable and unacceptable. All candidates shall be assessed using the uniform criteria developed according to item 5. Ratings may be in a qualitative as well as quantitative form. The Committee will provide assessment of all candidates to the Provost at appropriate times during the search process. Such reports will be deemed confidential.

9. Each time the Committee completes a set of candidate assessments, the Committee and Provost or designee shall meet to discuss the ratings. After in-depth consultation with the Committee, the Provost (or designee after consultation with the Provost) may decide to have a candidate or candidates remain on the “active candidate list” to be rated again in a subsequent screening. Once the Provost and the Committee agree on the list of candidates for interviews, no amendment to the list shall be permitted, except by agreement of over half the Committee and the Provost. These consultations and actions shall be deemed confidential.

10. The Office of the Provost will arrange and schedule interviews for the final group of candidates. They shall include the President, the Provost, members of the Deans’ Council and the Committee. In addition, this schedule may include other faculty members and members of the Advisory/Consultative Committee on Honors Programs. The final interview list will be developed by the Provost in consultation with the Committee. Background information on each final candidate will be made available to interview participants.

11. Any exception to these interview procedures may be made only when a candidate requests full confidentiality and at least half of the Committee, including two faculty members and the dean and the Provost, agree to honor such a request and to follow alternative procedures.

12. All individuals who meet the candidate shall be provided the opportunity to submit a written evaluation or otherwise communicate with the Provost, who shall share a summary of these evaluations with the Committee on a confidential basis.

13. At the conclusion of the interviews, the Committee shall evaluate the final candidates (see section 8 for rating designations) and present its 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.

14. All aspects of the search and rating procedure shall conform to the University’s Hiring Procedures for Faculty and Academic Staff. The Associate Provost and Associate Vice President for Academic Human Resources and Director of the Office of Affirmative Action Compliance and Monitoring shall provide full assistance to the Committee in the search process.
PROCEDURES FOR FACULTY AND STUDENT PARTICIPATION IN THE SELECTION OF SPECIFIED UNIVERSITY LEVEL ADMINISTRATORS

The following procedure was approved by the Academic Council, as amended, on January 25, 1983; under the terms of the Bylaws for Academic Governance, section 3.2.5.5., it was approved by the President on April 20, 1983.

1. General Principles

1.1 The selection of University administrators is a matter of great importance to the University. The President and Provost normally seek advice on such matters through a variety of appropriate channels, individuals, and groups. Participation of faculty and students in the selection of those administrators who significantly affect the academic programs of the University is provided by the procedure described below in accord with provision 3.2.5. of the Bylaws for Academic Governance.

1.2 The process of selecting certain University-level administrators who make decisions that significantly affect the academic programs of the University shall include participation by faculty and students.

1.3. Consistent with the principle of participation by faculty and students, the President and Provost have the fundamental responsibility for initiating the selection process and seeing the process through to the end. It is the responsibility of the President to make recommendations of appointments to the Board of Trustees.

1.4. The President or the Provost will seek the advice of the Executive Committee of Academic Council regarding the procedure to be utilized as soon as possible when a vacancy occurs or is anticipated in one of the positions identified on lists A and B below, as an office at the University level which has responsibilities significantly affecting the academic program of the University. These lists will be reviewed periodically in consultation with the Executive Committee of the Academic Council. The Executive Committee or the President or the Provost may propose modifications to the lists.

1. Administrators who report to the President
   1. Provost
   2. Vice President for Research and Graduate Studies
   3. Vice President for Student Affairs and Services

2. Administrators who report to the Provost
   1. Dean, International Studies and Programs
   2. Provost for University Outreach
   3. Director, Libraries
   4. Director, Honors College
   5. Assistant Provost for Graduate Education and Dean of the Graduate School (reports jointly to the Vice President for Research and Graduate Studies)
1.5 When advising the President or the Provost regarding a specific procedure to be used, the Executive Committee of Academic Council shall consult with Faculty Council. Consultation with Faculty Council shall take place prior to final Executive Committee advice to the President or the Provost.

1.6 An advisory committee will be appointed by the President or Provost to provide them with evaluations or recommendations on individuals under consideration. The Executive Committee of Academic Council shall advise the President or the Provost on the general composition and specific membership of the advisory committee.

2. Procedures for and Composition of Advisory Committees

2.1 The advisory committee shall consist primarily or wholly of faculty and students, and shall include women and minorities. Selected members who might be judged appropriate by the Executive Committee of Academic Council may be added. All persons or groups involved in selecting or identifying the members of a special advisory committee share the responsibility of including women and minority committee members.

2.2 At the beginning of a selection process, the President or the Provost shall consult the Executive Committee of Academic Council on who shall have the responsibility for posting the position, receiving applications, making contacts, checking references, arranging interviews, etc. Usually, the President or designee, or the Provost or designee, will assume responsibility.

2.3 In order to assure administrative continuity and avoid unnecessary reliance on acting appointees, the selection process should be conducted expeditiously. Therefore, any advisory committee must not only be appropriately representative but small enough to work on an appropriate time schedule.

2.4 The special advisory committee and others involved in the procedure should be aware of and carefully consider current issues relevant to the position to be filled. To this end, a direct discussion or series of discussions should be undertaken with the President or the Provost to determine their view on the position and the qualifications required of candidates.

2.5 The selection process must assure that, where appropriate, the names of persons willing to be considered and related documentation shall be kept confidential.

2.6 The evaluation or recommendation of the advisory committee will be presented to the President or Provost with the candidate or candidates identified as acceptable or unacceptable and with evaluative comments about each. The President/Provost should notify the advisory committee of the decision made with respect to the person to be appointed, regardless
of whether that individual was identified as acceptable or unacceptable, and then meet with the committee to explain the decision.

2.7 MSU affirmative action personnel policies and procedures apply to these positions. The Board of Trustees’ approved guidelines for hiring principal administrative personnel also apply to the positions in list A.

3. **Acting Administrators**

3.1 The responsibility for the appointment of acting administrators rests with the administrator to whom the acting appointee reports. The President or the Provost shall consult with the Executive Committee of Academic Council regarding such appointments.

3.2 The appointment of an acting officer shall not be used by either the acting administrator or the officer to whom that person reports to bias the selection of a permanent appointee.