March 14, 2013

MEMORANDUM

TO: Faculty Senate

FROM: June Pierce Youatt, Acting Provost

RE: Proposed Procedures for the Search for the Dean of International Studies and Programs

The position of Dean of International Studies and Programs is covered by the provisions of the “Procedures for Faculty and Student Participation in the Selection of Specified University Administrators.” Some of those guidelines follow:

- The search will be open to faculty appointed at Michigan State University, as well as nationally and internationally. The appointee must qualify for appointment as a tenured full professor in an MSU department, school, or non-departmentally organized college. In addition to this requirement, other qualifications are stated in the attached “Search Procedure for Dean of International Studies and Programs.”

- A position description setting forth the requirements and expectations of the position as well as information on the role and functions of the Office of the Dean of International Studies and Programs will be sent to each member of the tenure system faculty as well as to a number of MSU on-campus groups and organizations.

Attached is the Search Procedure for Dean of International Studies and Programs that will be adhered to.
Search Procedure for Dean of International Studies and Programs

The position of Dean of International Studies and Programs is covered by the provisions of the Procedures for Faculty and Student Participation in the Selection of Specified University Administrators (the so-called Taylor II principles named after their author, Professor John F. A. Taylor). These procedures require the following:

General Principles

- Provostial responsibility to initiate and conclude the search process and to recommend an appointment to the President.
- Consultation with faculty and students about search procedures by inter alia seeking the advice of The Steering Committee.
- The Steering Committee, in providing advice on search procedures, shall consult with the Faculty Senate prior to rendering its final advice to the Provost.
- Participation by faculty and students in the specified search procedures.
- A representative, but small, advisory committee to be appointed by the Provost to evaluate candidates. The Steering Committee provides advice to the Provost on the general composition and specific membership of the advisory committee.

Specific Procedures

- Advisory committee membership shall consist primarily of faculty and students and shall include women and minorities. The Steering Committee may choose to add members.
- The Steering Committee shall be consulted regarding who shall have the responsibility for the range of administrative details of conducting the search.
- The search shall proceed expeditiously and shall insure confidentiality. Steps also shall be taken to insure the committee is well informed about the requirements of and current issues relevant to the position.
- The advisory committee shall evaluate candidates as acceptable or unacceptable and provide evaluative comments on each candidate. The Provost notifies the committee of his/her decision with respect to the person to be recommended to the President for appointment, regardless of their identification as acceptable or unacceptable and will meet with the committee to explain the decision.
- University Academic Hiring Procedures apply.
Proposed Procedure

Consistent with these procedures, I propose to consult with The Steering Committee and Faculty Senate about the following search procedure:

Search open to faculty appointed at Michigan State University, as well as nationally and internationally. The appointee must qualify for appointment as a tenured full professor in an MSU department, school, or non-departmentally organized college.

- A position description setting forth the requirements and expectations of the position as well as information on the role and functions of the Office of the Dean of International Studies and Programs will be sent to each member of the tenure system faculty as well as to a number of MSU on-campus groups and organizations.

- The Steering Committee will form a pool of nominees for an advisory committee composed of seven individuals, reflecting the diversity of the various MSU international domains and shall include women and minorities:
  
  a. Five regular faculty (from nominations by members of Faculty Senate)
  b. One graduate student (from nominations by COGS)
  c. One undergraduate student (from nominations by ASMSU)

The Provost will select the committee members from a pool that includes two nominees for each committee slot.

The advisory committee shall have the option of adding, as ex-officio members, staff from the Office of International Studies and Scholars and the Office of Study Abroad, as well as members external to the University. In any event, their input should be sought in the search process.

- I have asked Terry Curry, Associate Provost and Associate Vice President for Academic Human Resources, to assist staff in the Office of the Provost in handling all of the administrative and procedural details connected with the search. Ms. Paulette Granberry Russell, Senior Advisor to the President for Diversity and Director of the Office for Inclusion and Intercultural Initiatives, will advise on implementation of the academic hiring procedures with regard to affirmative action.

- Steps will be taken to insure that the membership of the advisory committee is well informed about the dimensions and challenges of this position through consultation with Provost Youatt and the ISP dean’s office staff.

At the discretion of the Provost, but in consultation with the advisory committee, a search consultant may be appointed to assist in the search.