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 Executive Committee of Academic Council (ECAC).

- ECAC, in providing advice on search procedures, shall consult with the Faculty Council 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. ECAC 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. ECAC may choose to add members.

- ECAC 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 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 ECAC and Faculty Council 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 (see attachment A).

- The ECAC 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 the Academic Senate or Fixed Term Faculty) (see Attachment B)
  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. In any event, their input should be sought in the search process.

- I have asked Dr. Robert F. Banks, 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 Affirmative Action, Compliance and Monitoring, 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 Wilcox 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.
Attachment A

Search Plan for Position of Dean of International Studies and Programs

Shall be posted in the Chronicle for Higher Education and in other national and international locations deemed appropriate by the Provost and the Advisory committee.

Posting via the web by Academic Human Resources

Mailing of position description to:

All Tenure System faculty members (individually)
MSU Deans, Directors and Chairpersons, Executive Managers on three occasions
MSU Foundation
Association of Women in Science
Alliance of Lesbian-Bi-Gay-Transgendered Students
Asian Pacific American Student Organization
Asian Pacific American Faculty and Staff Association
Black Faculty, Staff and Administrators Association
CHILA – Chicano/Latino Association of MSU
Executive Committee of Academic Council
EAGLE – American Indian Faculty/Staff Association
FPWA – MSU Faculty Professional Women’s Association
Graduate School staff
MSU Gay and Lesbian Faculty & Staff Association
NAISO – Native American Indian Student Organization
NAIFSA – North American Indigenous Faculty Staff Association
University Graduate Council
WACP – Women’s Advisory Committee to the Provost
WACFO – Women’s Advisory Committee for Finance Personnel & Operations
WACVPSAS – Women’s Advisory Committee to the Vice President for Student Affairs and Services
WISE – Women in Science and Engineering
Women’s Council
Women Gender & Social Justice Program
Women’s Resource Center
Attachment B

DRAFT NOMINATION FORM

April 11, 2006

TO: All Regular and Fixed Term Faculty

FROM: Executive Committee of Academic Council (ECAC)

You are invited to make nominations for a pool of candidates willing to serve on the Advisory (i.e. Search and Rating) Committee for the Dean of International Studies and Programs. From this pool of 10 faculty candidates selected by the ECAC, the Provost will select 5 faculty members to serve on the Committee (along with one graduate and one undergraduate student). Self Nominations Are Accepted.

Send this nomination form no later than April 25, 2006 to the following address:

Professor Jacqueline Wright
Secretary for Academic Governance
308 Olds Hall
or
Fax to: 355-1784

NOMINEE: ____________________________________________________________

RANK AND ADMINISTRATIVE TITLE (if any): _____________________________

CAMPUS ADDRESS (including e-mail): ___________________________________

QUALIFICATIONS FOR SERVING ON THE ADVISORY COMMITTEE. Please be sure to indicate your experience in any and all of the University’s international domains (teaching, research, outreach, study abroad, etc.):

_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

SIGNATURE OF PERSON NOMINATED (signature indicates willingness to serve if selected)1

_____________________________________________________________________

1 If person nominated can not sign the form, please provide name and email address of person doing the nominating that has been in contact with nominee about his/her willingness to serve.