

## Document XXIV

### PROCEDURE FOR SELECTING ACADEMIC DEANS

While Deans must represent the students and faculty to the administration, they must also represent the administration's views within their college. Deans must possess a broad academic background, and must work to enhance scholarship, seek solutions to the problems of the faculty and students of their colleges, and act as representatives of the academic community. To accomplish this, deans must, to a limited but significant extent, present themselves in a professional manner to the alumni of their colleges as well as to the University and non-university community. In summary, the deans must be responsive to the needs of the administration, the faculty, the students, the college alumni and the community.

#### SELECTION PROCEDURE

When a vacancy occurs in a deanship or when a new undergraduate college is created, the Provost/Vice President for Academic Affairs will initiate the following procedures. These should be timed to allow for a realistic search for the best possible candidate(s). In case of a pressing need an interim dean may be named, but the search should be resumed in a reasonable length of time.

##### I. Size and Selection of the Q-S-N Committee.

A Qualifications-Screening-Nominating (Q-S-N) Committee will be selected as follows: the Q-S-N Committee will normally consist of from fourteen to seventeen members. Special circumstances such as the size of the college or an exceptionally strong interest, obligation, or need by an outside group (e. g. area Superintendents of Education in the case of the education dean) may alter these numbers.

1. Each department or equivalent academic unit within the college will meet and elect by secret ballot one of its faculty members as its representative or as its candidate for representative on the Q-S-N Committee.

If there are six or fewer schools and/or departments within the college, these elected faculty representatives will all serve on the Q-S-N Committee. If there are more than six units in the college, a college-wide election will be conducted to select six Q-S-N Committee representatives from among the previously selected school or departmental candidates.

This procedure will result in from four to six elected faculty representatives who shall serve on the Q-S-N Committee.

2. The Provost/Vice President for Academic Affairs in consultation with the President, after receiving the names of the elected faculty representatives to the committee, may appoint additional faculty up to one less than the number of elected members. These appointments should be used to improve the balance of the faculty representation on the Q-S-N Committee (e.g. in the areas of rank representation, academic area representation, and minority and/or gender representation). These appointments should insure that at least one department head in the college serves on the committee.
3. The Student Government Association will nominate four students as prospective members of the Q-S-N Committee. Where there is a graduate program in the College, two of the named students must be undergraduates, and two must be graduate students who are pursuing degrees in one of the Departments that comprise the college. The Provost/Vice President for Academic Affairs in consultation with the President will select two of these students (where appropriate, one graduate and one undergraduate from different departments) to serve.

4. The UL Lafayette Alumni Board will nominate two UL Lafayette alumni of the college as prospective members of the Q-S-N Committee. The Provost/Vice President for Academic Affairs will select one of these alumni to serve.
5. The department heads will choose one representative.
6. The Provost/Vice President for Academic Affairs shall designate a representative of the administration.

QSN committee for Dean of University College Size and Selection of Q-S-N Committee for Dean of the University College

1. The Senate will nominate two faculty members from different departments within each college, including the Colleges of Liberal Arts, Sciences, Arts, and Business. The Provost will select one of the nominees from each college to serve on the committee. In the event that there are no nominees selected from one college, a second nominee from another college may be selected to serve on the committee.
2. The Dean of Colleges of Liberal Arts, Sciences, Arts, and Business will nominate three faculty members from different departments within their college. The Provost will pick one from each unit.
3. The Dean of Colleges of Liberal Arts, Sciences, Arts, and Business will nominate three department heads. The Provost will pick one.
4. One student from University College, One from Trio Program, One from honors program. There will be two nominees for each position provided by SGA, and the Provost will choose the students to be on the committee. The SGA President or vice president may substitute for one of the above student representatives.
5. Director of Honors Program.
6. Director of Trio Program.
7. One alumnus or alumna chosen by the Provost from two nominees from the Alumni Association.

**II. Conflicts of Interest.**

No member of the Q-S-N Committee should be considered as an applicant or be nominated by the committee for the office of dean, nor shall any member of the committee have a personal interest in any candidate which would cause a conflict of interest (for example, a close relative or a business partner).

**III. Notice of Membership.**

The names of the entire membership of the Q-S-N Committee, once selected, shall be transmitted to all the colleges, and made known to the faculty.

**IV. The Duties of the Q-S-N Committee.**

1. The committee should meet shortly after its members are selected in order to hear the charge of the Provost/Vice President for Academic Affairs, elect a chairman from among its membership, and organize itself to carry out its charge.

2. The committee should work in concert with the representative of the administration (Provost/Vice President for Academic Affairs) for the purpose of establishing and developing criteria which will be required of applicants for the position of academic dean of the College. At this point a decision will be made about whether to conduct an in-house or an open search. The EEO officer will be informed for ultimate certification of the candidates.
3. Reasonable promulgation of these criteria will be followed by a call for applications. The request for applications will clearly state the criteria previously agreed upon and will specify a initial deadline for receiving these applications and accompanying information.
4. After the initial deadline for receiving applications has passed, the committee will review the credentials of the applicants and prioritize a short list of approximately the top ten candidates. During this process the committee should seek and make use of appropriate input from the academic community. Together with the chair of the committee, the members may seek additional information about the candidates. The faculty, student, alumni, and administration representatives on the Q-S-N Committee are expected to have frequent contact with their respective constituents, to keep them informed as to progress, and to receive input from them.
5. The names and credentials of the top five candidates will be transmitted to the Provost/Vice President for Academic Affairs who will select three candidates to be interviewed. If there are not three acceptable candidates in the first transmission, the Q-S-N Committee may continue to submit names and credentials from its original priority list until three acceptable candidates are obtained.

If the fewer than three qualified applicants apply, the Q-S-N Committee will submit the names and credentials of those applicants whom they consider qualified. In this case, the Provost/Vice President for Academic Affairs may choose to interview fewer than three candidates. With proper justification the committee may, at any point in the process, recommend to re-advertise and begin a new search.

6. The Q-S-N Committee will then contact the candidates to be interviewed and arrange for their visits to campus. While on campus, each of the candidates will be interviewed by the Q-S-N Committee, the President, the Provost/Vice President for Academic Affairs, the University Council, the Academic Council, Student Government Association representatives, the department heads of the College, and each academic department within that College.
7. After all candidates have been interviewed, the Provost/Vice President for Academic Affairs will solicit from the Q-S-N Committee a listing of the candidates in order of preference, as well as information or listings from the groups represented in IV.6. All documents relative to the search will be forwarded by the committee to the Provost/Vice President for Academic Affairs.
8. The Provost/Vice President for Academic Affairs in consultation with the President of the University shall nominate the dean for approval by the Board. Should none of the candidates who are interviewed be found acceptable, a request for another slate of candidates may be made from the Q-S-N Committee and the committee will repeat the procedures as outlined in IV.5., IV.6., and IV.7. above.