

SUBJECT: SELECTION PROCEDURES FOR COLLEGE DEANS

1. Terms of Reference for the Search Committee
 - To review the position of College Dean
 - To establish the qualification and qualities desired of candidates
 - To assist in the drafting of the advertisement
 - To establish a short list of candidates
 - To recommend to the President, by providing a prioritized ranking of short listed candidates.

2. Search Committee Membership
 - Vice President, Administration and Finance or designate
 - 1 Academic Director
 - 5 Faculty members with tenured or tenure-track appointments or Senior Lab Instructors with probationary or continuing appointments, to include:
 - Faculty Association representative
 - Faculty Senator
 - A majority of the remaining three Faculty members or Senior Lab Instructors will be representatives of the faculties directly responsible for reporting to the prospective Dean. The Provost will send out a call for nominations for Faculty members interested in serving on this Search Committee
 - 1 Staff member (appointed by the Chair of the Search Committee)
 - Graduate Student representative
 - Undergraduate Student representative

3. Chair
 - Provost

4. Process
 - The search will be an open process.
 - Senior administrators and Chairs will be afforded the opportunity to meet the candidates in an informal session.
 - The candidates will be requested to speak at a public forum.
 - The President's recommendation shall be directed to the Academic Operations Committee of the Board of Governors for approval.