

## UMR Administrative Search Committees

In a university it is essential that faculty members be involved in the selection of senior administrators of the university. However, the final selection of the individual to fill such a position is the responsibility of the administration of the university. In order to avoid needless conflict over the selection of an academic administrator, it is important that the roles of the faculty and the administration be established from the outset. The University of Missouri – Rolla administration does not intend to appoint someone to a senior administrative position who does not have the support of a significant number of faculty members nor will it accept a candidate it does not believe will lead the unit in question in directions appropriate for the university. Hence, the following policy governing the process of search committees for senior administrators is established:

**Chairperson** In the case of a vacancy in the position of department chairperson, the dean of the college/school will inform the departmental faculty of the desired size of the search committee. The faculty of the department will nominate faculty members who are willing to serve on the committee. The faculty of the department in which the vacancy occurs shall determine the process for nomination.

The dean may add faculty members from the department searching for a new chairperson or from other departments to the search committee. The dean will add members to the search committee in such a way as to balance the committee in terms of academic sub-disciplines, faculty ranks, university directions and priorities, and gender and ethnic diversity. In addition, the dean may select an alumnus/ae of the department and/or a prominent citizen to serve with the committee should that be desirable.

The dean will appoint the chairperson of the search committee from among those faculty members selected by the department seeking a new chairperson.

In the case of a search for a chairperson of a new department, the dean will assemble a group of interested faculty members from departments across the campus that will present the dean with a list of nominees for the search committee. The remainder of the process will be as that described for a vacancy in an existing department.

It is the responsibility of the committee to follow all university policies associated with the appointment of a senior academic administrator, including maintaining strict confidentiality of the discussions in the committee.

After full deliberation, the chairperson of the search committee will communicate to the dean an unranked list of qualified candidates for the position along with a brief description of the strengths and weaknesses of each candidate. Normally the list should contain at least three qualified candidates. The dean will make the final decision regarding the new chairperson after a meeting with the search committee, discussing the candidates with other senior administrators and obtaining the approval of the President of the University of Missouri System.

**Academic Dean** In the case of a vacancy in the position of dean of a college/school, the Provost will inform the faculty of the college/school of the desired size of the search committee. The faculty of each department will nominate at least two faculty members who are willing to serve on the committee. The faculty of each department in the college/school in which the vacancy occurs shall determine the process for nomination.

The Provost will select the members of the search committee in such a way as to balance the committee in terms of academic disciplines, faculty ranks, university directions and priorities, and gender and ethnic diversity. In addition, the Provost may select an alumnus/ae of the college/school and/or a prominent citizen to serve with the committee should that be desirable.

The Provost will appoint the chairperson of the search committee from among those faculty members nominated by the various departments in the affected college/school.

In the case of a search for a dean of a new college/school, the Provost will assemble a group of interested faculty members from departments across the campus that will present the dean with a list of nominees for the search committee. The remainder of the process will be as that described for a vacancy in an existing college/school.

It is the responsibility of the committee to follow all university policies associated with the appointment of a senior academic administrator, including maintaining strict confidentiality of the discussions in the committee.

After full deliberation, the chairperson of the search committee will communicate to the Provost an unranked list of qualified candidates for the position along with a brief description of the strengths and weaknesses of each candidate. Normally the list should contain at least three qualified candidates. The Provost will make the final decision regarding the selection of the new dean after a meeting with the search committee, discussing the candidates with other senior administrators and obtaining the approval of the President of the University of Missouri System.

**Provost and Other Senior Administrators Normally Holding Academic Rank** In the case of a vacancy in the position of Provost (or other senior administrator normally holding academic rank) the Chancellor will inform Academic Council of the desired size of the search committee. Academic Council will nominate no less than 150% as many faculty members as the size of the desired committee who are willing to serve on the committee. Academic Council shall determine the process for nomination.

The Chancellor will select the members of the search committee in such a way as to balance the committee in terms of academic disciplines, faculty rank, university directions and priorities, and gender and ethnic diversity. In addition, the Chancellor may select an alumnus/ae of the university and/or a prominent citizen to serve with the committee should that be desirable.

The Chancellor will appoint the chairperson of the search committee from among those faculty members nominated by the Academic Council.

It is the responsibility of the committee to follow all university policies associated with the appointment of a senior academic administrator, including maintaining strict confidentiality of the discussions in the committee.

After full deliberation, the chairperson of the search committee will communicate to the Chancellor an unranked list of qualified candidates for the position along with a brief description of the strengths and weaknesses of each candidate. Normally the list should contain at least three qualified candidates. The Chancellor will make the final selection regarding the new senior administrator holding an academic rank after a meeting with the search committee, discussing the candidates with other senior administrators and obtaining the approval of the President of the University of Missouri System.

**Senior Administrator Not Holding Academic Rank.** In the case of a vacancy in the position of senior administrator outside of an academic discipline, the Chancellor will inform the head of the units reporting to the senior administrator of the desired size of the search committee. Each unit head will nominate 2 individuals from their unit who are willing to serve on the committee. The unit head shall determine the process for nomination.

The Chancellor will select the members of the search committee in such a way as to balance the committee in terms of university directions and priorities, and gender and ethnic diversity. In addition, the Chancellor may select an alumnus/ae of the university and/or a prominent citizen to serve with the committee should that be desirable.

The Chancellor will appoint the chairperson of the search committee from among those nominated by the unit heads.

It is the responsibility of the committee to follow all university policies associated with the appointment of a senior administrator, including maintaining strict confidentiality of the discussions in the committee.

After full deliberation, the chairperson of the search committee will communicate to the Chancellor an unranked list of qualified candidates for the position along with a brief description of the strengths and weaknesses of each candidate. Normally the list should contain at least three qualified candidates. The Chancellor will make the final selection regarding the new senior administrator after a meeting with the search committee, discussing the candidates with other senior administrators and obtaining the approval of the President of the University of Missouri System.

**Chancellor** It is the responsibility of the President and the Board of Curators to design the process for the selection of the Chancellor.