

**MOTION: SELECTION OF COLLEGE ASSISTANT AND ASSOCIATE DEANS  
REFERRED BY: GOVERNANCE COMMITTEE**

**MOTION**

The Faculty Senate recommends the following revision to Section 1.3.4 of the Teaching and Research Faculty Handbook:

*Original Text:*

The Associate and Assistant Dean serve at the pleasure of the Dean. These positions may be filled on the recommendation of the Dean to the Provost and the President. Department Chairs and representative faculty should be consulted by the Dean prior to making a recommendation to the Provost.

A formal search committee will be used if the appointment is not limited to internal candidates.

All appointments of Associate and Assistant Deans must be approved by the Board of Visitors.

*Proposed Text (deletions in strikethrough, additions in red):*

The Associate and Assistant Dean serve at the pleasure of the Dean. These positions may be filled on the recommendation of the Dean to the Provost and the President. ~~Department Chairs and representative faculty should be consulted by the Dean prior to making a recommendation to the Provost.~~

~~A formal search committee will be used if the appointment is not limited to internal candidates.~~

A search will be conducted to fill an Assistant or Associate Dean position. The search may be limited to internal candidates. In all cases, to fill an Assistant or Associate Dean position, the Dean will, in consultation with the Provost and upon his or her approval, call for the formation of a Search Committee composed of faculty from the college seeking an Assistant or Associate Dean, students majoring in the programs in the college, and a member of the administration. There shall be at least five (5) faculty members of the Search Committee. Each department or school in the college shall elect by secret ballot one (1) representative to the search committee. Should this result in fewer than five (5) faculty members of the Search Committee, then at a college meeting chaired by the Dean, the faculty of the college shall elect by secret ballot a sufficient number of at-large college faculty representatives to bring the total number of faculty representatives to five (5). The student members (2) shall be recommended by the Student Government Association and/or the Graduate Student Council as appropriate. The Student Government Association or the Graduate Student Council shall propose a list containing at least six names and submit the list to the Dean, who will make the final appointments. The administrative member (1) shall be appointed by the Dean. The search committee shall write the position description, in consultation with the Dean. The Search Committee shall elect its own chair.

After all interviews have been conducted, the Search Committee shall submit three unranked names to the Dean who will make recommendations concerning all the proposed candidates to the Provost and President. If the Dean finds none of the candidates acceptable and so recommends to the Provost and if the Provost approves the Dean's recommendations, the Dean shall so inform the Search Committee and shall request submission of further names by the committee. If none of the candidates are acceptable to the Provost or President, he or she shall so inform the Dean and the Search Committee and shall request submission of further names by the committee.

All appointments of Associate and Assistant Deans must be approved by the Board of Visitors.

## **RATIONALE**

Assistant and Associate Deans are full and vital members of a college's leadership structure. They may make decisions that impact academic departments and schools and may at times have to fill in for deans at various meetings in which policy decisions may be made or discussed. It is also possible that, upon the departure or long-term absence of a Dean, the Assistant or Associate Dean may be asked to serve as acting or interim Dean of the College. As a result, it is important to have an open and inclusive search process to select Assistant and Associate Deans. The current language in the *Handbook* requires a search committee only when external candidates are considered, and in other cases only requires the consultation of "Department Chairs and representative faculty." This motion establishes a more formal and transparent selection process for Assistant and Associate Dean positions. The process is designed to be consistent with the proposed revisions to Dean's search processes.