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## **Recommendations for Academic Deans and Director of Libraries Searches**

The search process for an academic dean or director of libraries vacancy will be initiated by the vice president of academic affairs.

### ***Committee Composition***

The search committee composition for academic deans or director of libraries should be as follows:

- 5 faculty representatives from the college or the library selected by the senate executive committee in a manner that ensures representation of the entire college or the library,
- at least one faculty senator from the college or library, but not to exceed 5 senators,
- 1 dean from outside the college, appointed by the deans' council,
- 1 staff member from within the college, appointed by staff council,
- 1 graduate student appointed by GSC, in those colleges with graduate programs,
- 1 undergraduate student appointed by SGA, and
- 1 representative from the council of chairs.

### ***Committee Chair***

The committee, once convened by the vice president of academic affairs, will elect a chair.

### ***Committee's Role***

The committee's role in the search process is the initial wording and placement of advertising, initial screening of applications, screening of candidates, providing an opportunity for faculty to meet with candidates, collecting feedback from various meetings with candidates, and recommending to the vice president of academic affairs a candidate for hiring. If the committee forwards more than one candidate's name, the slate should be ranked in order of preference.

### ***Other Procedures***

All searches for academic deans and for director of libraries shall be conducted when classes are in session during spring and fall terms to permit greatest faculty and student involvement. If vacancies occur between class sessions, interim appointments could be made until the committee completes its search.

At least two candidates will be interviewed. Internal candidates will be judged by the same criteria as external candidates. No special preference will be granted to internal candidates. The committee, also, will not be compelled to interview internal candidates (unless the internal candidate is one of the two determined to be best qualified to fill a position).

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