

**University of Illinois at Springfield
Policy on Major Administrative Searches
March 17, 2009**

Scope

This policy pertains to the search for and selection of persons to fill vacancies in all UIS major administrative positions. This policy is grounded in the administration's commitment to the principles of shared governance.

Definition of Major Administrative Positions

This policy applies to persons occupying the roles of deans (or equivalent) and vice chancellors. However, from time to time other roles may be identified as major administrative positions and, therefore, be governed by the policies described below. The Chancellor, Provost, and the Campus Senate Steering Committee shall annually review the positions to which this policy may apply and express their mutual agreement in a letter of understanding.

Composition of the Search Committee

Dean and Dean-Level Searches

Upon a vacancy in the position of dean of a college, executive director of the Center for State Policy and Leadership, University Librarian or other equivalent academic affairs position described in the current letter of understanding, the Provost will consult with the Campus Senate Executive Committee to seek advice prior to determining the number of faculty, staff, academic professionals, administrators, and students to serve on an advisory committee to search for and recommend candidates to fill the position. Faculty shall comprise the majority of the committee members. The Provost will invite the college executive committee to recommend a pool of faculty members to serve on the search committee. The Provost will also invite the Academic Professional Advisory Committee, the Civil Service Advisory Committee, and the Student Government Association to recommend a pool of names from their respective constituencies to serve on the search committee. The Provost will consult with the Campus Senate Executive Committee and the college executive committee, to seek advice on achieving diversity and balance on the committee. Subsequent to the consultation with the Campus Senate Executive Committee and the college executive committee, the Provost will appoint the search committee members and the chair from among the names that have been forwarded. Searches for deans of academic colleges will be chaired by a college faculty member.

Vice Chancellor and Vice-Chancellor Level Searches

Upon a vacancy in the position of vice chancellor or other equivalent position described in the current letter of understanding, the Chancellor will consult with the Campus Senate Executive Committee to seek advice prior to determining the number of faculty, staff, academic professionals, administrators, and students to serve on an advisory committee for the search and selection of a person to fill the position. The Chancellor will invite the Campus Senate to recommend a pool of faculty members to serve on the search committee. The Chancellor also will invite the Academic Professional Advisory Committee, the Civil Service Advisory Committee, and the Student Government Association to recommend a pool of names drawn from their respective constituencies from which members of the search committee will be chosen. In all cases the number of members in the pool shall exceed the number of members that will represent that constituency. The Chancellor will consult with appropriate campus bodies, to seek advice on achieving diversity and balance on the search committee membership. In the case of the appointment of a Provost, the Chancellor will consult with the Campus Senate Executive Committee, as well as other appropriate bodies. Subsequent to those consultations, the Chancellor will appoint the chair and will appoint search committee members from among the names that have been forwarded.

Criteria for the Position

The position description, including the minimum qualifications, shall be established by the appropriate administrative officer. The search committee and the appropriate administrative officer shall review the position description and jointly determine the criteria for assessment of candidates for the position. Criteria shall include qualifications that will ensure that the needs of the campus and university as they relate to the position are realized and ensure that the person who fills the vacancy is professionally qualified to fulfill the responsibilities of the position. The search committee shall provide ample opportunity for interested parties to have input into identifying the needs of the campus as they relate to the position and to the evaluation criteria.

Additional Requirements

All members of search committees for major administrative searches will abide by strict confidentiality.

All procedures followed by search committees for major administrative searches shall be in accord with UIS and University Access and Equal Opportunity policies. Within the limitations of such policies, search committees for major administrative positions may follow their own documented procedures, including procedures for reports on progress.

All finalists for a major administrative position shall meet with appropriate campus constituencies, as determined by the search committee. The search committee will arrange for those meetings.

The search committee will forward to the appropriate administrative officer (Chancellor or Provost) a written assessment of and recommendation on all finalists. No candidates shall be selected for the position without having come from the pool of finalists having a positive recommendation from the Search Committee.

Approved
Chancellor's Cabinet
March 10, 2009