**Arts and Sciences**

**Search for Interim Dean**

**Spring, 2012**

1. January 23-27: Current Interim Dean of the college works with departments to develop pool of nominees for the selection committee and submits pool to Interim Provost. Pool should include diversity of faculty as well as various disciplines. The Interim Provost will finalize the committee with the following representation.

* 1 faculty member from Sciences
* 1 faculty member from Social Sciences
* 1 faculty member from Humanities
* 1 representative from the College of Education and Allied Professions
* 2 Department Heads (not from any department with faculty representation)
* 1 staff member (not from department with faculty or department head rep)
* 1 dean rep from the Council of Deans
* 1 student from the Dean’s Student Advisory Committee

1. January 30-February 3: call for nominations (self or otherwise) of candidates. Things to consider in nomination of candidates:

* demonstrated experience in higher education administration
* demonstrated skills conducive to leading varied disciplines—curriculum development, etc.
* management skills relating to resources, personnel, and unanticipated events and crises (budget, student issues, etc.)
* resource development---acquiring/allocating resources to advance the mission of the college including opportunities for faculty development and outreach
* skills in leading initiatives to support university mission and vision---engagement, QEP, etc.

3. February 6-10: Provost will contact all nominees to garner interest and invite applications.

4.  February 13-17: Receive applications and develop pool of applicants  (1 page letter of intent with CV).

5.  February 20-28: Committee reviews applications, narrows pool, and interviews finalists.

6.  March 5-9:

* Finalists are interviewed by Department Heads in A&S, Council of Deans and Provost/Chancellor. (Input solicited from DHs and COD)
* College Community provides input on finalists

7.  March 12-16: Committee makes recommendation to Provost citing areas of strength and growth for each finalist.

8.  Provost makes final decision in consultation with Chancellor.