

Appendix G

Procedures for the Search for Provost

The Office of the Provost is the key academic leadership position in the university. In order to secure the best possible person the Faculty must play an active role throughout the search process. This document describes that role and defines the procedures for the search. The search committee is expected to conduct a comprehensive search to identify the best candidates for the position.

I. Search Committee

A search committee shall be appointed by the President in consultation with the University Faculty Council (UFC). Members will be selected from the university at large. The committee shall report to the President.

- A. The committee shall consist of no fewer than nine voting members and three or more non-voting members chosen as follows:
1. There shall be no fewer than seven faculty members appointed to serve on the committee. Five or more appointments shall be made from a list of no fewer than nine faculty members prepared by the UFC. Committee members shall be chosen, insofar as possible, to represent evenly the academic units and to approximate the ratio of three tenured to one non-tenured faculty member. The faculty members shall be voting members of the committee.
 2. One person shall be selected by the President from the ranks of deans, chairs, or other administrative personnel of the university, and shall be a voting member of the committee.
 3. One academic unit head shall be selected by the academic unit heads, and shall be a voting member of the committee.
 4. Two students, as non-voting members, shall be appointed by the President from a list of no fewer than four students nominated by the UFC.
 5. The committee shall include, as a non-voting member, a representative of the General Counsel's office, for consultation on equal opportunity and affirmative action issues. The committee also may include, as non-voting members, such other consultants as the President may choose, and representatives of the Board of Trustees. Voting rights will be granted to one consultant if she/he is also a member of the Board of Trustees.
- B. The chair of the committee shall be nominated by the committee through election from those among its members who are tenured faculty members and shall be appointed by the President. Any replacement of a committee member as the result of resignation or inability to serve shall be appointed by the President from the same category as that of the member being replaced.

II. Search Committee Procedures

- A. The search committee shall seek nominations and applications for the position of Provost from throughout the world. The committee shall use all reasonable means to obtain nominations from the international academic community.

- B. The search committee shall endeavor to contact all candidates who, after initial screening, appear to be qualified for the position. To be qualified, a candidate not currently holding tenure at the university must be of such professional stature that a subsequent positive recommendation for the award of tenure by the University Committee on Promotion and Tenure is highly likely. Upon confirming the interest on the part of the candidates, the committee shall, in consultation with the President, invite the most promising individuals for on-site interviews.
- C. Following meetings with the committee and the President, the candidate(s) deemed to be promising by the committee and the President shall be invited to meet with deans, other academic unit heads, the UFC, and, if possible, other members of the prospective future constituency of the candidate(s).
- D. After interviewing the candidates and obtaining feedback from appropriate constituencies, the search committee shall prepare a list of at least three individuals (or fewer with the concurrence of the President) who are acceptable to the search committee. Once the list is prepared, a nominee who does not currently hold tenure at the university shall be considered for the award of tenure by the University Committee on Promotion and Tenure, and that committee's recommendation shall be transmitted to the President.
- E. Prior to the appointment of an individual as Provost, it is assumed the candidate will give a presentation to the faculty, as well as meet with the UFC and other groups of faculty.
- F. The President may offer the position to one of the individuals recommended by the search committee, provided the University Committee on Promotion and Tenure recommends awarding tenure upon the candidate's acceptance. In case the President does not, or cannot fill the position with one of the nominees, additional nominees may be requested from the search committee.