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## Selection and Appointment of Academic Administrators

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## **Selection and Appointment of Academic Administrators**

### ***Basic Principles***

To foster academic excellence and shared governance, the faculty (tenured and tenure-track) shall participate fully in the selection of all academic administrators. The process of searching for and appointing persons to academic administrative positions must conform to the Affirmative Action Plan of the University and all prevailing governmental regulations. Appointments will be made only after (1) the evaluation by and advice of the faculty and (2) the advice of a search committee as described below. The primary objective of every search will be to employ the best available person. Therefore, in searches for deans and academic officers at the level of vice chancellor, qualified individuals will be sought from both inside and outside the University

### ***Deans and Vice Chancellors***

When a vacancy occurs or is impending, the Provost will consult with the faculty of the relevant unit and with the Executive Committee of the Faculty Senate to determine the conditions of the search. The faculty of the relevant unit shall by secret ballot nominate individuals to serve on the search committee. The Executive Committee will conduct the ballot and will select from the nominees six faculty to serve on the search committee. When appropriate, faculty or non-faculty members representing other University constituencies will be selected by the Provost in consultation with the Executive Committee of the Faculty Senate. The selection process will conform to the Affirmative Action Plan of the University and all prevailing governmental regulations. All search committees will be limited to no more than ten members, and faculty members will constitute a majority. As soon as the search committee is formed, the Provost will announce the membership of the committee to the university faculty.

In consultation with the Provost, the search committee will select a chair, establish the criteria for the position, appropriately announce and advertise the opening, coordinate the review and evaluation of candidates, reduce the applicants to a short list of the better qualified, arrange campus visits, consult with the faculty in the relevant unit about the candidates, and report its recommendations to the Provost in whatever order or ranking it deems appropriate.

### ***Appointment***

The Provost will meet the candidates brought for campus interviews, consult widely with the faculty in the relevant unit, and meet with the search committee to discuss its assessments of the candidates before making a hiring decision. Except in extraordinary circumstances, the Provost will recommend only a candidate or candidates who have the support of the faculty of the relevant unit; and the Chancellor, upon the recommendation of the Provost, will approve a candidate who has the support of the faculty of the relevant unit. Faculty support shall be determined in a manner specified by the faculty of the relevant unit, or by the search committee in the absence of a faculty policy. If at any stage of the process, between the search committee's recommendation and the Chancellor's decision, either the Provost or Chancellor rejects any of the candidates previously approved, that officer will meet with the search committee to discuss the candidate and explain the reasons for rejection. If reopening the search should be necessary, the supervisory officer will confer with the Executive Committee of the Faculty Senate and the search committee to decide how to proceed.

Searches for permanent appointees to vacant positions will begin as soon as practicable. Only when unavoidable, and only after consultation with the faculty of the relevant unit and the Executive Committee of the Faculty Senate, an interim or acting appointment may be made to fill the position until the normal search process is completed. Such interim or acting appointments will not last more than one year without the concurrence of the faculty of the relevant unit and the Executive Committee of the Faculty Senate.