

# GUIDELINES FOR SEARCHES OF SENIOR ACADEMIC OFFICERS



## OVERVIEW

Searches for senior academic officers (Deans and Center and Institute Directors) at Tulane University will be conducted by the Office of Academic Affairs, under the supervision of the Senior Vice President for Academic Affairs and Provost, and in collaboration with the faculty of the school/unit.

## COMPOSITION OF THE SEARCH COMMITTEE

Typically, a senior academic officer search committee will consist of 13-15 individuals and will include representation within and outside the relevant unit and from constituencies within the unit (faculty, staff, students, etc.). The committee membership should also reflect, to the extent possible, the diversity goals of the university. No person wishing to be considered for the position may serve on the committee. At a minimum, the committee shall include:

1. Faculty Representation: The Executive Committee of the school/unit will solicit nominations from the faculty for search committee membership and will recommend three committee members to the Provost. The Provost will select another three faculty members. Whenever possible, as many departments as possible should be represented.
2. Chair: The Provost shall select the chair of the Committee.
3. Student Representation: One undergraduate (if applicable) and one graduate student
4. Dean/Center Director of another school/unit
5. Staff member
6. Alumni/ae
7. Representative from the Board of Trustees

## PROCESS

Typically, a search consultant firm is engaged to help the search committee identify suitable candidates for the position. The search consultant will interact with and report to the committee and the Provost, and will play an active role in the identification and cultivation of potential candidates. The logistics of the search will be handled by staff in the Office of Academic Affairs.

The Provost shall officially charge the committee with its duties at its first meeting and discuss the process, timeline and desired outcomes in details.

The search committee will work with the search consultant to draft a position description to be broadly circulated and advertised in *The Chronicle of Higher Education* and other suitable venues. The committee will also discuss specific criteria that will be used to assess the applications. Special efforts shall be made to include women and underrepresented minorities in the pool of candidates. As the applicant pool is built, the search committee shall screen candidates to assess qualifications. All involved in the search process shall commit to maintaining confidentiality. With the assistance of the search consultant, the committee shall narrow the pool to a list of finalists to be invited for “airport” interviews (short interviews in an off-campus location).

All committee members will be asked to participate in the “airport” interviews. In addition, the Provost shall also have the opportunity to meet each candidate individually. After the airport interviews are concluded, the committee will recommend to the Provost a non-ranked list of 3-5 candidates to invite for on campus interviews.

Although the search committee will not interview the finalists on campus as a group, members of the committee will have the opportunity to evaluate the candidates at several venues (official and/or social). During the on campus interviews, the candidates will meet with the Provost, President, members of the President’s Cabinet, administrators of the school/unit, faculty, staff, students, and other deans/directors. All who meet with the candidates will be asked to submit an evaluation, preferably in writing, to the Provost. All search materials shall be confidential.

Final selection will be made by the Provost in consultation with the President.