

Academic Operating Procedure 3

Faculty Participation in the Selection of Deans



August 28, 2019

Statement

Texas A&M University-Kingsville (TAMUK) shall involve faculty in the selection of college deans according to the provisions of this procedure. This procedure establishes principles and guidelines to be followed when seeking to fill the position of a college dean at TAMUK.

Procedures and Responsibilities

1. GENERAL

- 1.1 The appointment of an individual to the position of college dean is ultimately the responsibility of the Texas A&M University System Board of Regents (Board). The University President is responsible for recommending individuals for such positions to the Chancellor, to whom the Board may delegate authority for such appointments.
- 1.2 When seeking to fill a position of college dean, the University President solicits input from the faculty. This procedure outlines the formal mechanism for obtaining faculty input in the selection of deans.
- 1.3 The university may promote qualified internal candidates to fill dean positions. Guidelines outlined in this procedure (sections 2 and 3) will be applied to the internal candidates also.

2. SEARCH COMMITTEE

- 2.1 When a dean vacancy occurs or is imminent, the Provost shall appoint a search committee according to the provisions of this procedure, and the search for a new permanent dean shall begin promptly. If necessary, the Provost and President may recommend, and the Chancellor may appoint, an interim dean.
- 2.2 The Provost has final responsibility for the selection of the search committee members. The size and precise makeup of the search committee may vary according to circumstances, but a majority of members shall be faculty from the affected college with representation from all departments in the college. The Provost, through communication with department chairs, will ask college faculty to nominate members for appointment to the search committee. Self-nominations or nominations of colleagues (always with the knowledge and approval of the person being nominated) will be solicited by each department chair in the college; chairs will ensure that all faculty members in their department have an opportunity to nominate either themselves or a colleague. Department chairs will send forward at least two nominations to the Provost, who will make the final selection within the parameters

outlined in this procedure. The Provost will also consult with and solicit input from the Executive Committee of the Faculty Senate (communicating through the Faculty Senate President), regarding appointments to the search committee. The search committee will be diverse with respect to gender and ethnicity.

- 2.3 The Provost, after consultation with the Executive Committee of the Faculty Senate (communicating through the Faculty Senate President), and with the approval of the University President, will appoint the chair of the search committee. The committee chair will normally be the dean of another college.
- 2.4 If a search firm is contracted to assist with the search (for external searches only), the application of this procedure shall be adapted as necessary to ensure the necessary input and participation by the interested stakeholders, as well as adherence to the search process outlined herein.
- 2.5 The search committee will draft a position announcement, which will be approved by the Provost.

3. SELECTION PROCESS

- 3.1 The search committee may seek input from concerned groups and individuals, including the Provost and University President, after which they shall meet and discuss the candidates' qualifications. The committee will develop a master short-list of potential candidates and forward the names to the Provost. The committee will then organized, schedule, and conduct interviews for an appropriate number of candidates (usually 3 to 4) to meet with stakeholders, including the University President, Provost, college faculty, and other members of the university community. Members of the affected college faculty shall have the opportunity to evaluate each candidate at a public presentation and to give evaluations of the candidate to the committee.
- 3.2 Following the interviews and discussions regarding the qualifications of each candidate, the search committee will submit to the Provost a memorandum summarizing the results of their discussion, including faculty evaluations, and outline the major strengths and weaknesses of each interviewed candidate. The memorandum will also indicate which candidate(s), if any, are not acceptable.
- 3.3 The Provost shall recommend to the University President the appointment of a new dean from the list of interviewed candidates. The University President, in consultation with the Provost, will make the final selection and will recommend to the Chancellor.
- 3.4 In the event the candidates interviewed are not acceptable or do not accept the position, the Provost shall provide to the committee an explanation of the action taken on its report. The search committee, with the approval of the Provost, may seek to interview other candidates identified in the master short-list. If the search fails to recruit an acceptable candidate, the Provost may terminate or extend the search. In either case, the Provost shall provide to the committee an explanation for the action taken.

Related Statutes, Policies, or Requirements

[Policy 01.03, Appointing Power and Terms and Conditions of Employment](#)

Definitions

The term “faculty” shall be interpreted to mean those eligible to vote for members of the TAMUK Faculty Senate.