

**INDIANA UNIVERSITY
UNIVERSITY FACULTY COUNCIL**

SEARCH AND SCREEN POLICY FOR SENIOR ACADEMIC ADMINISTRATORS

PURPOSE:

To state the policy of Indiana University concerning the search and screen process used to recommend candidates to the Board of Trustees for appointment to vacant or newly created senior academic administrative positions and to provide guidelines for the fulfillment of these policies.¹

GENERAL POLICY:

In order to ensure a breadth of relevant input, it is the policy of Indiana University that senior academic administrative officers shall be chosen through a formal process referred to as search and screen. Any variation from the regular search and screen policies enumerated below will require the approval of the executive/agenda committee of the appropriate faculty governance body(ies), the Affirmative Action Officer, and the President.

Applicability:

- This policy shall apply to the officers who comprise the senior academic leadership of Indiana University whose responsibilities bear directly on the teaching/research mission of the university including (but not limited to, at the discretion of any appointing officer wishing to follow these guidelines for other searches): president, vice presidents who hold academic leadership positions, chancellors, provost, vice chancellors, vice provosts, and deans. Any question regarding which officers fall under these guidelines shall be resolved by consultation between the appointing officer and the executive/agenda committee of the appropriate faculty governance body(ies) relative to the open position. Implementation of the search and screen process is the responsibility of the appointing officer.

Appointing Officer:

- The appointing officer is the next highest administrative officer based on institutional reporting lines. In the case of dual reporting lines, the two appointing officers work collaboratively in the appointment process.

Search Committee Size and Composition:

¹ This policy replaces all previous university and campus policies on search and screen procedures for senior administrators, including but not limited to: Search and Screen Procedures for Administrators (Board of Trustees, December 18, 1976), Search and Screen Procedures for Campus Administrators (Bloomington Faculty Council, February 7, 1995), and Search and Screen Procedures for Administrators (Indianapolis Faculty Council, January 15, 1998).

- Senior academic administrative search and screen committees shall be no larger than is necessary to represent constituencies of the position. Committees with 9-15 members may be optimal.
- Because the responsibilities of these positions bear directly on the teaching/research mission of the university a majority of the members of the search and screen committee shall be drawn from those faculty who do not hold administrative appointments and shall be chosen by the appointing officer from a list of faculty members recommended by the appropriate campus faculty governance body(ies). In the case of officers whose functions span more than one campus, the number of faculty appointed should be proportionally representative of the relevant tenured and tenure-eligible faculty and names should be sought from all appropriate faculty governance bodies.
- In addition to receiving nominees for search and screen committees from the faculty, the appointing officer is expected to solicit names of nominees from representative student and staff bodies as well as nominees drawn from other appropriate constituencies.
- When the position to be filled bears significantly on student life issues, enhanced student representation on the search and screen committee is desired.
- The appointing officer will arrange for adequate staff and financial support for the activities of the search and screen committee.

PRINCIPLES AND REQUIREMENTS GUIDING SEARCH COMMITTEE POLICY

Diversity and Affirmative Action

Indiana University is committed to full diversity at all levels of the institution. Affirmative Action and Equal Employment Opportunity conditions must be fulfilled in all searches. To aid recruitment and consideration of people supported by federal affirmative action law, the appointing officer and campus groups that nominate search and screen committee members should make good-faith efforts to place women, minorities, veterans, and persons with disabilities on the search committee.

Confidentiality

Confidentiality is the foundation of a credible search and screen committee and trustworthy search process. It is the intention of Indiana University to maintain the integrity of search processes by protecting candidate confidentiality. The search and screen process shall remain confidential until the final stage when the names and vitas of the finalists (i.e. those candidates who are invited and agree to an on-campus interview) shall be made public by the appointing officer.

Due Diligence

Due diligence is a crucial component of every search. The search and screen committee is expected to be actively involved in reference checking, as well as the recruitment and interviewing of candidates.

Search Committee Procedures

The search and screen committee shall establish its own operating procedures consistent with this policy and the guidelines below. The search and screen committee shall make its final recommendations in writing to the appointing officer. In the event that the appointing officer is unable or unwilling to appoint any of the nominees from those recommended, he or she must communicate this result with a statement of the reasons why and shall request further recommendations from the committee.

EXCEPTIONS

Search and screen is the primary mechanism by which senior administrators are hired. Acting and Interim appointments are the exception to this policy.

Acting and Interim Appointments

- When a vacancy is announced in a senior academic position or a new senior academic position is created, the appointing officer may name an acting or interim appointee, with the approval of the appropriate faculty governance body(ies).
- The acting or interim appointment must not exceed a period of two years from the date of the appointment.
- Where appropriate, a search and screen committee should be appointed at least one year before the expected start date and no more than 60 days after a new position is announced. An acting or interim appointment may be made a permanent appointment only following the regular search and screen procedures above.

GUIDELINES FOR IMPLEMENTATION

1. Whenever possible, the search and screen committee should be appointed at least one year before the expected start date and no more than 60 days after a new position is created. Appointing officers must minimize the use of acting and interim appointments.
2. The appointing officer shall appoint the chair of the search and screen committee after consultation with the leader of the executive/agenda committee of the appropriate faculty governance body(ies).
3. Job descriptions should be written by the appointing officer prior to the first meeting of the search and screen committee. The search and screen committee may review the job description and may recommend changes to the appointing officer; any changes must be discussed with the leader of the executive/agenda committee of the appropriate faculty governance body(ies).
4. The appointing officer should convene the search and screen committee, with the appropriate faculty governance leader in attendance, as soon as practical, normally within two weeks of announcing the committee membership. The appointing officer should give the search and screen committee a written charge stating names of committee members, the role of the committee consistent with this Search and Screen Policy, the job

description, the scope of the search, and timeline guidelines. Additional expectations may be stated in the written charge or discussed at the first meeting.

5. The use of a search firm, search consultant, and/or search advisory group, and the role that party will play in the search process, must be agreed upon by the appointing officer and the search and screen committee.

6. Search and screen committees should establish operating procedures for the following:

- Timelines and calendar
- Record keeping
- Affirmative Action/EOC Compliance
- Advertising
- Due diligence procedures
- Development of the candidate pool
- Responsibilities of the support staff

Author: Kelly Kish

Adopted:

Effective:

Supersedes: U13-2006, IU Search and Screen Procedures for Administrators, campus procedures