

# INDIANA UNIVERSITY BLOOMINGTON

## Search and Screen Procedures for Campus Administrators

(By Action of the Bloomington Faculty Council: March 18, 1975; Last Amended February 7, 1995; October 21, 1986; February 7 1995)

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1. Major IUB administrative positions whose functions bear directly on the teaching/research mission of the Bloomington Campus shall be filled through a formal search and screen process similar to that used for other academic positions, entailing a search and screen committee, search forms and advertising. Applicable positions are those subject to BFC Review Procedures for Bloomington Campus Administrators. Though titles and number of positions may vary, these 17 were covered as of spring 1995:

- A. Vice Chancellor for Academic Affairs / Dean of the Faculties
- B. Affirmative Action Officer
- C. Dean, Afro-American Affairs
- D. Dean, College of Arts and Sciences
- E. Vice Chancellor and Dean, Budgetary Administration and Planning
- F. Dean, School of Education
- G. Dean, School of Health, Physical Education and Recreation
- H. Associate Vice President for Information Technologies / Dean of Academic Computing
- I. Dean, School of Journalism
- J. Dean, Latino Affairs
- K. Dean, School of Law
- L. Dean, School of Library and Information Science
- M. Dean, School of Music
- N. Vice President for Research / Dean of the University Graduate School
- O. Dean of Students
- P. Dean, University Libraries
- Q. Dean, Women's Affairs.

2. To assure equal access to potential advancement opportunities, major administrators shall inform all faculty in their unit of openings for associate dean, assistant dean, director and department chair positions to be filled internally (thus not subject to regular search and screen procedures), and solicit nominations and advice.

Before making these internal appointments, administrators shall consult with their unit's representative faculty body or its elected officers, and solicit comments from the Affirmative Action Officer on the affirmative action/equal opportunity record of prospective appointees. The major administrator shall notify the Affirmative Action Officer of appointments, so the Officer can give the appointee information on personnel responsibilities in areas such as search and screen, student rights, personnel disputes and conflicts of interest.

Before filling internally other positions with academic rank, major administrators shall consult with the head of the representative faculty body and the Affirmative Action Officer as to whether faculty and other academic employees in the unit should be informed of the opening.

3. As appointing officer for major IUB administrative positions, the Chancellor shall appoint search committees to aid in filling them. The Chancellor shall appoint a search chair after consulting with the BFC President Pro Tempore and other campus leaders as appropriate. The Chancellor shall select other committee members in consultation with the chair, drawing a majority of each committee from names submitted by the BFC Nomination Committee, the Professional Council and IUSA.

If the search is for dean of a school or of university libraries, faculty of that unit shall comprise a majority of the search committee. In such cases, the policy committee or other representative faculty body of the unit shall submit names to the BFC Nomination Committee.

4. When possible, the Chancellor shall appoint the search committee preferably a year but at least 180 days before the vacancy occurs, thus minimizing need for interim appointments. Except in cases where a resignation is announced more than a year in advance, the committee shall be appointed no more than 60 days after the vacancy is announced or occurs, whichever comes first.

The Chancellor shall convene the committee, with the BFC President Pro Tempore in attendance, within two weeks of announcing membership.

5. To aid recruitment and consideration of people supported by federal affirmative action law, the Chancellor and campus groups that nominate search committee members shall make good-faith efforts to place women, minorities, Vietnam-era veterans and people with disabilities on search committees. Minorities here means African Americans, Asian Americans, Hispanic Americans and Native Americans.

6. Major administrative search committees shall be no larger than is necessary to represent constituencies of the position. Membership of more than 12 is unwieldy.

7. The Chancellor shall give the search committee a written charge stating names of committee members, the role of the committee and its chair, 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.

8. The search committee shall review the job description and may recommend changes to the Chancellor. Any such changes would be discussed with the appropriate faculty body.

9. Before publicizing the vacancy, the search committee or its chair shall meet with the IUB Affirmative Action Officer or the Officer's representative regarding the role of affirmative action and equal opportunity in searches.

10. Before starting recruitment, the search chair shall submit a Vacancy Notice to the Affirmative Action Officer and Vice Chancellor for Academic Affairs. Before setting interviews, the chair shall submit an Interview Request to the Affirmative Action Officer and Vice Chancellor for Academic Affairs. The Affirmative Action Officer and Vice Chancellor for Academic Affairs may approve exceptions to procedures for reasons such as urgency or confidentiality. The Chancellor shall send copies of the offer letter, stating all terms of the offer, to the Affirmative Action Officer and Vice Chancellor for Academic Affairs.

11. The search chair and Chancellor shall arrange for the Affirmative Action Officer to attend with other campus administrators an interview with each finalist. The Officer shall submit comments to the search committee and the Chancellor on finalists' commitment and contribution to affirmative action and equal opportunity.

12. The search committee shall submit written recommendations, as requested in the charge, to the Chancellor. If the Chancellor rejects these, the Chancellor shall give the committee a statement of reasons and request further recommendations.

13. The Chancellor shall designate a secretarial assistant to assist the search committee with record-keeping, bookkeeping and correspondence; provide records, including ads and form letters, of the last search for the position; place ads and announcements; and make search-related travel arrangements.