

## Recruitment, Search and Hiring Policy: Provost, Vice Presidents, Academic Deans

Date Effective: April 30, 2018

Issued By: Faculty Senate

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### First Principles

1. Clarion University of Pennsylvania is committed to the principle of involving faculty in the selection of university provost, vice presidents, and academic deans.
2. This policy statement seeks to assure collegial involvement in the process of recruiting, searching, and hiring Individuals for provost, vice president and academic dean positions. The provisions of this policy will govern all provost, vice president, and academic dean searches.
3. The President or his/her designee has the ultimate responsibility to assure that the recruitment/search/hiring process results in appointment of a qualified and competent individual.

### Forming the Search Committee

1. When a search for a provost, vice president, or academic dean will be undertaken, the president will inform the chair of the Faculty Senate. (In the event an appointment of an interim vice president or academic dean is planned, the president will consult with the Faculty Senate in advance as to process.)
2. Search committees will include faculty representation, appointed by the Faculty Senate, equal to the greater of four (4) faculty or 44% of the committee membership. Student observers may be appointed to work with the search committee but will not be counted as members for purposes of the faculty representation requirement.
3. Faculty Senate will appoint faculty search committee members in a manner of its choosing. Representation from among the several colleges is encouraged but not required.

4. If Faculty Senate fails to appoint faculty search committee members within six weeks of notification of the need, the president or his/her designee will appoint the full search committee. Reasonable accommodations regarding this requirement will be sought when the request for faculty appointments is made during the summer months.
5. Members of the search committee other than those appointed by Faculty Senate will be appointed by the president or his/her designee.
6. Search Committees will reflect diversity in terms of gender and ethnicity.
7. The chair of the search committee will be appointed by the president or his/her designee.

#### Procedural Elements

1. The search committee's charge will be prepared by the president or his/her designee. The charge will include the requirement that three or more finalists be identified by the search committee for further evaluation.
2. The search committee's charge will include communicating in writing with the president or his/her designee the committee's consensus regarding the qualifications and fitness for office of each finalist candidate.
3. The recruitment/search/hiring process will be conducted consistent with applicable state and federal laws and regulations and in accordance with University policies regarding equal opportunity. The offices of Human Resources and Social Equity will oversee the implementation of this provision, meeting with the search committee as necessary to ensure compliance.
4. A position description and ad placement text will be supplied by the president or his/her designee for review and comment by the search committee.
5. Administrative support services for the search committee will be provided as needed.
6. The president or his/her designee will be available to meet with the search committee on an as-needed basis and as requested by the search committee chair to assure smooth functioning of the recruitment/search/hiring process.
7. The president or his/her designee may request a meeting of the search committee to discuss the finalists' candidacies.
8. The president or his/her designee will determine which finalist candidate will be extended an offer of employment and conduct negotiations to conclude a successful hiring process.

Recommended by unanimous vote of the Faculty Senate, April 30, 2018  
Adopted as policy by Peter C. Fackler, President, April 30, 2018