

Selection of New Faculty Members and Administrators in Academic Affairs

Outlined below is the process for the selection of faculty members, department chairs, academic deans, directors, associate or assistant directors, associate or assistant deans, the associate vice chancellor for academic affairs, and the vice chancellor for academic affairs. In all cases, it should be remembered that the provost's letter is considered the only official commitment to the candidate.

In accordance with action taken by the Academic Council and subsequently approved by the Chancellor, the following procedures are adopted for academic appointment.

A. Appointment of Faculty Members

1. The department concerned will select from the applicant pool those persons to be recommended to the appropriate dean and vice chancellor for an interview. Upon receiving approval, the department chair or the chair of the department screening committee will invite the candidates to the campus on dates suitable for those who will be involved in the interviewing process. All candidates should meet with department members and the dean of the college or school and, if possible, with students. Tenure-track faculty members should also be scheduled for interviews with the Dean of the Graduate School; those being considered for positions at the rank of associate professor or professor should be scheduled for interviews with the Provost/Vice Chancellor for Academic Affairs as well.

If a prospective faculty member has earned a degree at a non-accredited institution, members of the department concerned will carefully examine the candidate's course work and other credentials to determine their appropriateness and suitability for the vacant position.

2. After the interview is completed, the department chair or the chair of the search committee will ask all persons who had an opportunity to meet and talk with the candidate to offer a reaction to the person's qualifications for employment. The Dean of the Graduate School will make his/her evaluation known to the appropriate dean. No hiring recommendations should be made until this consultation is complete.

3. When the department has decided on a particular candidate, a recommendation of employment will be made by the department chair, indicating the evaluation made by department members, to the appropriate dean and the Vice Chancellor. If they approve the recommendation, the Provost will write the candidate a letter offering the position under specific terms and indicating that the recommendation will be forwarded to the Board forthwith. Copies of this letter will be sent to the department chair, dean, and the Vice Chancellor.

Appointments are contingent upon receipt of official transcripts of the candidate's highest degree related to his/her position.

B. Selection and Appointment of Department Chairs, Directors, Associate or Assistant Directors, Academic Deans, Associate or Assistant Deans, Provost/Vice Chancellor for Academic Affairs, and Associate Vice Chancellor for Academic Affairs.

1. Department Chairs. After receiving notification of an impending vacancy, the Dean shall appoint a Search Committee composed of a minimum of three full-time professorial faculty members from the department searching for a chair, a student majoring in the field of study, and one faculty member from another department selected in consultation with the department faculty. Individuals who wish to be considered for the vacancy shall not serve on the Search Committee. The Dean shall appoint the Chair of the Search Committee. In all cases, faculty shall constitute a majority of the membership of the Search Committee. The Dean shall provide the Search Committee with a detailed job description for the position.

After conducting the search, the Search Committee will present the names of recommended candidates to the department. Only tenure track and tenured faculty of professorial rank will then vote to accept or reject each candidate. The Search Committee will obtain the input from the entire department and will provide to the Dean the results of the vote by groupings--the vote of tenured and of nontenured faculty members, for example--for each candidate brought forth.

The Dean may reject any or all names submitted. However, the Dean must submit his or her reasons for doing so to the Search Committee in a meet-and-confer session with the Search Committee. If the Dean finds one or more nominations acceptable, he or she shall recommend one or more preferences to the Vice Chancellor.

The Vice Chancellor may reject any or all names submitted. However, the Vice Chancellor must submit his or her reasons for doing so in a meet-and-confer session with the Search Committee and the Dean. If the Vice Chancellor finds one or more nominations acceptable, he or she shall recommend one or more preferences to the Chancellor.

The Chancellor may reject any or all names submitted. However, the Chancellor must submit his or her reasons for doing so in a meet-and-confer session with the Vice Chancellor, the Dean, and the Search Committee. If all of the Committee's recommendations are rejected at any level, the Dean may request the Search Committee to submit additional names, or he or she may form a new Search Committee.

2. *Directors.* * Upon receiving notification of an impending vacancy, the appropriate Supervisor shall begin to top a Search Committee. The Search Committee, appointed by the Supervisor, shall consist of a minimum of three full-time faculty and/or professional staff members from the bureau or institute. For those bureaus or institutes where there are fewer than three full-time faculty and/or professional staff members, the Supervisor, in consultation with the bureau or institute faculty and/or professional staff members, shall appoint one or more full-time faculty and/or professional staff members from outside the bureau or institute. In all cases, the Senate of the Faculty shall appoint one faculty member to the Search Committee. The Supervisor shall appoint the chair of the Search Committee. In all cases, faculty and/or professional staff members shall constitute a majority of the membership of the Search Committee. The Supervisor shall provide the Search Committee with a detailed job description for the position. Individuals who wish to be considered for the vacancy shall not serve on the Search Committee. (This selection policy shall not apply to the Mississippi Judicial College.)

After screening potential candidates and consulting with all members of the program, the Search Committee shall submit to the Supervisor the names of candidates whom it considers qualified for the position.

The Supervisor may reject any or all names submitted. However, the Supervisor must provide his or her reasons for doing so in a meet-and-confer session with the Search Committee. If the Supervisor finds one or more nominations acceptable, he or she shall recommend one or more preferences to the Vice Chancellor. (The Supervisor and the Vice Chancellor may, in some instances, be one and the same person.)

The Vice Chancellor may reject any or all names submitted. However, the Vice Chancellor must provide his or her reasons for doing so in a meet-and-confer session with the Supervisor and the Search Committee. If the Vice Chancellor finds one or more nominations acceptable, he or she shall recommend one or more preferences to the Chancellor.

The Chancellor may reject any or all names submitted. However, the Chancellor must provide his or her reasons for doing so in a meet-and-confer session with the Vice Chancellor, the Supervisor, and the Search Committee. If all of the Search Committee's recommendations are rejected at any level, the Supervisor may request the Search Committee to submit additional names, or may form a new Search Committee.

** Directors shall be defined as those persons holding the title 'Director' and having supervisory authority over a professional staff.*

3. *Associate or Assistant Directors.* * Upon receiving notification of an impending vacancy, the Director shall begin to develop a Search Committee. The Search Committee, appointed by the Director, shall consist of a minimum of three full-time faculty and/or professional staff members from the bureau or institute. In those bureaus or institutes where there are fewer than three

full-time faculty and/or professional staff members, the director, in consultation with the bureau or institute faculty and/or professional staff members, shall appoint one or more faculty and/or professional staff members from outside the bureau or institute. In all cases, the Senate of the Faculty shall appoint one faculty member to the Search Committee. The Director shall appoint the chair of the Search Committee. In all cases, faculty and/or professional staff members shall constitute a majority of the membership of the Search Committee. The Director shall provide the Search Committee with a detailed job description for the position. Individuals who wish to be considered for the vacancy shall not serve on the Search Committee.

After screening potential candidates and consulting with all members of the program, the Search Committee shall submit to the Director the names of candidates whom it considers qualified for the position.

The Director may reject any or all names submitted. However, the Director must provide his or her reasons for doing so in a meet-and-confer session with the Search Committee. If the Director finds one or more nominations acceptable, he or she shall recommend one or more preferences to the Vice Chancellor, or to the Academic Dean, if the Director reports to an Academic Dean.

The Dean, if the Director reports to a Dean, may reject any or all names submitted. However, the Dean must provide his or her reasons for doing so in a meet-and-confer session with the Director and the Search Committee. If the Dean finds one or more nominations acceptable, he or she shall recommend one or more preferences to the Vice Chancellor.

The Vice Chancellor may reject any or all names submitted. However, the Vice Chancellor must provide his or her reasons for doing so in a meet-and-confer session with the Dean (if he or she has authority), the Director, and the Search Committee. If the Vice Chancellor finds one or more nominations acceptable he or she shall recommend one or more preferences to the Chancellor.

The Chancellor may reject any or all names submitted. However, the Chancellor must provide his or her reasons for doing so in a meet-and-confer session with the Vice Chancellor, the Dean (if he or she has authority), the Director, and the Search Committee. If all of the Committee's recommendations are rejected at any level, the Director may request the Committee to submit additional names, or may form a new Search Committee.

** Limited to persons budgeted more than 50 percent in the office.*

4. *Academic Deans.* Upon receiving notification of an impending vacancy, the Provost/Vice Chancellor for Academic Affairs shall begin to develop a Search Committee. The Search Committee, appointed by the Vice Chancellor, shall be made up of representative faculty members from the college or school, a representative from the Associated Student Body, a representative from the Graduate Student Council (in the case of the Law School, the Law Students Governing Association will appoint one representative), a faculty member appointed by the Senate of the Faculty, and faculty members from related disciplines outside the college or school. The student representatives must be majors in the college or school. Members of the Search Committee from outside the college or school must always constitute a minority of the Search Committee membership. The Vice Chancellor shall appoint the chair of the Search Committee. In all cases, faculty shall constitute a majority of the membership of the Search Committee. The Vice Chancellor shall provide the Search Committee with a detailed job description for the position. Individuals who wish to be considered for the vacancy shall not serve on the Search Committee.

After screening potential candidates and consulting with faculty members of the appropriate college or school, according to the procedures established by the college or school, the Search Committee shall submit to the Vice Chancellor the names of one or more candidates whom it thinks best suited for the position.

The Vice Chancellor may reject any or all names submitted. However, the Vice Chancellor must provide his or her reasons for doing so in a meet-and-confer session with the Search Committee. If the Vice Chancellor finds one or more nominations acceptable, he or she shall recommend one or more preferences to the Chancellor.

The Chancellor may reject any or all names submitted. However, the Chancellor must provide his or her reasons for doing so in a meet-and-confer session with the Vice Chancellor and the Search Committee. If all of the Search Committee's recommendations are rejected at any level, the Vice Chancellor may request that the Search Committee submit additional names, or may form a new Search Committee.

The procedure employed in filling the position of Dean of the Libraries shall be consistent with that employed in selecting Academic Deans.

5. *Associate or Assistant Deans.** Upon receiving notification of an impending vacancy, the Dean shall begin to develop a Search Committee. The Search Committee, appointed by the

Dean, shall consist of representative faculty members from the college or school, an undergraduate student from the college or school, a graduate student from the college or school, and one or more faculty members from a related discipline outside the college or school. Members of the Search Committee from outside the college or school must always constitute a minority of the membership of the Search Committee. The Dean shall appoint the chair of the Search Committee. In all cases, faculty shall constitute a majority of the membership of the Search Committee. The Dean shall provide the Search Committee with a detailed job description for the position. Individuals who wish to be considered for the vacancy shall not serve on the Search Committee.

After screening potential candidates and consulting with the faculty members in the college or school, according to the procedures established by the college or school, the Search Committee shall submit to the dean the names of one or more candidates whom it thinks best suited for the position.

The Dean may reject any or all names submitted. However, the Dean must provide his or her reasons for doing so in a meet-and-confer session with the Search Committee. If the Dean finds one or more nominations acceptable, he or she shall recommend one or more preferences to the Vice Chancellor.

The Vice Chancellor may reject any or all names submitted. However, the Vice Chancellor must provide his or her reasons for doing so in a meet-and-confer session with the Dean and the Search Committee. If the Vice Chancellor finds one or more nominations acceptable, he or she shall recommend one or more preferences to the Chancellor.

The Chancellor may reject any or all names submitted. However, the Chancellor must provide his or her reasons for doing so in a meet-and-confer session with the Vice Chancellor, the Dean, and the Search Committee. If all of the Search Committee's recommendations are rejected at any level, the Dean may request the Search Committee to submit additional names, or may form a new Search Committee.

The procedure employed in filling the positions of Associate and Assistant Director of the Library shall be consistent with that employed in selecting Associate and Assistant Deans.

** Limited to persons budgeted more than 50 percent in the office.*

6. *Provost/Vice Chancellor for Academic Affairs.* Upon receiving notice of an impending vacancy, the Chancellor shall begin to develop a Search Committee. The Search Committee, appointed by the Chancellor, shall have at least one faculty representative from the college, the library, and each school on campus. The Associated Student Body, the Graduate Student Council, the Law Students Governing Association, and the Senate of the Faculty shall each appoint one representative to the Search Committee. The Chancellor may appoint additional members of the Search Committee, but faculty must always constitute a majority of the membership of the Search Committee. The Chancellor shall appoint the chair of the Search Committee. In all cases, faculty shall constitute a majority of the membership of the Search Committee. The Chancellor shall provide the Search Committee with a detailed job description for the position. Individuals who wish to be considered for the vacancy shall not serve on the Search Committee.

After screening potential candidates and consulting with members of the faculty, the Search Committee shall submit to the Chancellor the names of one or more candidates whom it thinks best suited for the position.

The Chancellor may reject any or all names submitted. However, the Chancellor must provide his or her reasons for doing so in a meet-and-confer session with the Search Committee.

If the Chancellor rejects all of the Search Committee's recommendations, he or she may request the Search Committee to submit additional names, or may form a new Search Committee.

7. *Associate Provost/Associate Vice Chancellor for Academic Affairs.* After having informed the faculty of an impending vacancy, the Provost/Vice Chancellor for Academic Affairs shall appoint a Search Committee. Each school, the college, and the library shall have at least one faculty representative on the Search Committee. The Associated Student Body, the Graduate Student Council, the Law Students Governing Association, and the Senate of the Faculty shall each appoint one representative to the Search Committee. The Provost/Vice Chancellor for Academic Affairs may also appoint additional members of the committee. However, faculty must always constitute a majority of the membership of the Search Committee. The Provost/Vice Chancellor shall appoint the chair of the Search Committee. In all cases, faculty shall constitute a majority of the membership of the Search Committee. The Provost/Vice Chancellor shall provide the Search Committee with detailed job description for the position. Individuals who wish to be considered for the vacancy shall not serve on the Search Committee.

After screening potential candidates and consulting with members of the faculty, the Search Committee shall submit to the Provost/Vice Chancellor for Academic Affairs the names of one or more candidates whom it thinks best suited for the position.

The Provost/Vice Chancellor for Academic Affairs may reject any or all names submitted. However, the Provost/Vice Chancellor for Academic Affairs must provide his or her reasons for doing so in a meet-and-confer session with the Search Committee. If the Provost/Vice Chancellor for Academic Affairs finds one or more nominations acceptable, he or she shall recommend one or more preferences to the Chancellor.

The Chancellor may reject any or all names submitted. However, the Chancellor must provide his or her reasons for doing so in a meet-and-confer session with the Vice Chancellor and the Search Committee. If all of the Search Committee's recommendations are rejected at any level, the Provost/Vice Chancellor for Academic Affairs may request the Search Committee to submit additional names, or may form a new Search Committee.

C. No new academic administrative position may be created without the express approval of the University Planning Council.