


# MICHIGAN STATE UNIVERSITY

March 12, 2013

To: Faculty Senate

From: Lou Anna K. Simon, President 

Subject: Proposed Procedures for the Search and Rating of a Provost and Executive Vice President for Academic Affairs

These proposed procedures accord with the "Procedures for Faculty and Student Participation in the Selection of Specified University Level Administrators" (attached as Attachment A). Those guidelines require that the President consult with Academic Governance regarding procedures for the search and selection of the Provost.

- The search will be a national search open to individuals who meet the standards for appointment as a tenured full professor at Michigan State University (MSU), including individuals now employed at MSU. In addition to this requirement, other qualifications are listed below.
- A position description setting forth the requirements and expectations of the position as well as information on the role and functions of the Office of the Provost will be sent to each member of the faculty as well as to a number of MSU on-campus groups and organizations. The position will be posted in The Chronicle of Higher Education and other applicable publications and/or information sources to satisfy the standards of a national competitive search, including publications and information sources that can increase the likelihood of diversity in the applicant pool.
- A search firm will be engaged to assist in identifying a diverse pool of qualified candidates.
  - The selection of the search firm will be the responsibility of the President, in consultation with Associate Provost and Associate Vice President for Academic Human Resources and the Chairperson of the Faculty Senate.
  - The search firm will work with the Search and Rating Advisory Committee by
    - Assembling and preparing materials regarding MSU and the Provost's responsibilities.
    - Identifying candidates based on its professional contacts and information



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- Recommending locations for advertising the position
    - Recommending procedures for reference checking
    - Doing preliminary reference checks before interviews with the most meritorious of candidates
    - Providing full reference checks on final candidates
    - May assist in arranging and scheduling on-campus interviews
  - The names of all candidates identified either by the search firm or the Search and Rating Advisory Committee shall be shared respectively with the search firm and the Search and Rating Committee
  - The search firm may provide advice on final candidates as the President determines
  - The search firm may, at the request of the President, provide assistance in negotiations with the final candidate(s)
  - The search firm may assist in other tasks assigned to it by the Search and Rating Advisory Committee and the President, in consultation with the Search and Rating Advisory Committee
- A Search and Rating Advisory Committee shall be constituted whose purpose will be to advise the President regarding the selection of the Provost and Executive Vice President for Academic Affairs. The Committee will be composed of thirteen voting members with efforts to insure gender and racial/ethnic diversity among the voting members. These will include:
    - Seven faculty members of which at least two will be University Distinguished Faculty or Named Professors; at least one will not have yet attained tenure, and at least one will be appointed to the University on a fixed term basis who have served three consecutive years. Chairpersons and Directors of Schools are eligible to be among the seven faculty members selected (selected from at least 14 nominations, with no less than two in any category, provided by the Faculty Senate from University-wide nominations).
    - Two student members: one undergraduate (selected from three nominations provided by ASMSU), and one graduate student (selected from three nominations provided by COGS).
    - Two Deans or Associate Deans (selected from four nominations made by the Council of Deans);
    - One Academic Specialist (selected from three nominations made by the Academic Specialist Advisory Committee), and
    - One Support Staff Member (selected from three nominations provided by the Coalition of Labor Organizations).
    - The Vice President for Research and Graduate Studies shall also serve on the committee as an ex-officio member. The ex-officio member of the committee shall have voice, but no vote.

Faculty and students from the MSU College of Law and continuing appointment system librarians are eligible for nomination for full participation under these procedures.

The President shall select the committee members from the nominations provided to her. If there are insufficient numbers nominated by the respective bodies noted above who are eligible and willing to serve in any of the categories, the President will add to the pool after consultation with the Chair of the Faculty Senate. If the desired balance and diversity cannot be achieved with the pool formed by the nominees, the President, in consultation with the Chair of the Faculty Senate, will add members to the committee to achieve these objectives.

The President will select the committee chairperson from among the committee membership.

- Mr. Bill Beekman, Vice President and Secretary of the Board of Trustees, and Mr. Terry Curry, Associate Provost and Associate Vice President for Academic Human Resources, will assist in handling all of the administrative and procedural details connected with the search. Ms. Paulette Granberry Russell, Director of the Office for Inclusion and Intercultural Initiatives, will advise on implementation of the academic hiring procedures with regard to affirmative action.
- Steps will be taken to insure that the membership of the search committee is well informed about the dimensions and challenges of this position through consultation with the President, members of the Provost's staff, the deans, and other relevant executive officers.

### **Search Process**

- The President should attend the first committee meeting to discuss the Provost position description and to discuss search procedures. Ms. Paulette Granberry Russell, Director of the Office for Inclusion and Intercultural Initiatives, should also attend this first meeting to inform the committee of its affirmative action responsibilities.
- The committee, with the assistance of the aforementioned search firm, will assemble a list of candidates. Each applicant will automatically be considered a candidate. The committee chairperson, or his or her designee with the assistance of the search firm if requested, will be responsible for personally contacting each nominee to encourage the individual to let the committee add

the nominee's name to the list of candidates. Once identified as a candidate, a person will be considered a candidate until the position of Provost has been filled, unless the individual requests to be removed from the list.

- After the initial list of candidates has been compiled, the committee will meet with the President and with Ms. Paulette Granberry Russell to review the list so that a determination can be made as to whether or not the search process can proceed to the next stage.
- After preliminary approval has been given to the list of candidates, with the assistance of the search firm the committee will compile a file on each candidate. Each file will contain: the completed application/nomination form and an updated curriculum vita.
- The first screening of the candidates will be based upon information contained in each candidate's file, i.e., the completed application/nomination form and the curriculum vita. This first screening will result in candidates identified as unacceptable but with evaluative comments about each candidate. From the list of continuing candidates, the committee will recommend the names of candidates from whom letters of reference should be solicited. The list of unacceptable candidates, and the list of candidates from whom letters of reference should be solicited will be presented to the President.
- The President will inform the committee of those candidates for whom letters of reference will be solicited. These candidates will be asked to supply three to five names of potential references to the committee. The committee will seek references from the names provided. A copy of the Provost job description will accompany each request.
- The committee will review letters of reference and will make an evaluation of each candidate. As appropriate, candidates will be identified as unacceptable but evaluative comments will be provided about each candidate.
  - The committee may choose to form subcommittees to work on issues such as interview question and evaluation forms.
  - The committee cannot take formal actions unless a majority of the voting members of the Committee are present, including at least four voting faculty members not holding administrative appointments.

- The candidate list will be presented to the President, who shall determine which candidates shall be interviewed by the committee. The committee shall interview the candidates designated by the President, who also may arrange for additional interviews. There may be multiple interviews of some candidates as determined by the President after consultation with the committee.
- The final candidate interviews shall be on campus with an opportunity for candidates to meet with staff and administrators, including the Vice President for Research and Graduate Studies, all of whom will be invited to submit commentary to the committee.
- Public forums will be convened for the final candidates so that faculty, staff and students can interact with them. Forum attendees will be invited to submit commentary to the committee. Details for these public forums shall be worked out by the Advisory Committee.
- The interview schedule will be determined by the President in consultation with the committee. The President will keep the Board of Trustees fully informed of the progress of the search and will take appropriate steps to work with the Board in the review of final candidates.
- After the on-campus interviews are completed, the committee will proceed with another screening of the candidates. This screening will result in an evaluation that will be presented to the President, with candidates identified as unacceptable but with comments about each candidate.
- The President will notify the search and rating advisory committee of the person to be recommended to the Board of Trustees, regardless of whether or not that individual was identified as unacceptable. The President will meet with the committee to explain the recommendation.