Pursuant to the University Bylaws (2.1.3.2.) and COE Bylaws (3.1.3), the College faculty and the Provost agree to the following procedures for the selection of a new Dean. It is understood that the Provost nominates a final candidate to the President and Board of Trustees for appointment.

1. The search shall be open to candidates currently appointed at Michigan State University and candidates from elsewhere. Upon approval of these procedures, the Search and Evaluation Committee (see point 2 below) shall prepare a job description announcement for posting that shall be approved by the Provost (or his designee). Nominations will be accepted from any source.

2. A Search and Evaluation Committee (the Committee) shall be established, as recommended to the Provost, by the COE Faculty Advisory Committee (FAC) consisting of individuals selected by the following procedures in compliance with University and COE bylaws. No person who permits his or her name to be entered as a candidate for the position of Dean shall continue to serve on the Committee. The Committee shall include and be selected as follows:
   a. One senior faculty member designated as Chair of the Committee
   b. One department chairperson within the College of Education
   c. Chair of the COE FAC
   d. Five faculty members selected to include diversity across ranks (limited to associate and full professors); departments; gender, race and ethnicity; and international standing
   e. One doctoral student
   f. One external committee member selected by the Provost

3. The chair will sign all correspondence required by the Committee. The Committee also may choose to select a secretary from among its members. The Office of the Provost shall provide clerical support, maintain candidate folders, and make folders available to the Committee.

4. The Committee may take general action so long as at least one-half of the members are present. Actions involving evaluations to be forwarded to the Provost may be made only at meetings at which at least one-half of the members are present and each unit is represented by a faculty member. The Committee must provide a mechanism for all of its members to provide input to evaluations forwarded to the Provost.

5. The Committee, in consultation with and agreement of the Provost, shall define the criteria for assessing candidates.

6. The Committee will actively seek qualified candidates. Special efforts will be
made to identify a diverse group of candidates. The recruitment plan will be approved in advance by the Office for Inclusion and Intercultural Initiatives and the Office of the Provost.

7. A consulting search firm shall be engaged by the Office of the Provost with the advice of the Committee to support the work of the Committee. The search firm will share all candidate materials with the Committee. The search firm will provide assistance to the Committee and the Office of the Provost in negotiating with the selected candidate.

8. The Committee shall screen candidates to determine which individuals are best qualified. All candidates will be assessed using the uniform criteria developed according to item 5. The Committee will provide evaluations of all candidates to the Provost at appropriate times during the search process. This will include a judgment of the acceptability of each candidate and a description of each candidate’s strengths and weaknesses.

9. Initial screening will be based on the curriculum vitae; formal acknowledgement of candidacy may not necessarily be required until letters of reference are requested. All involved in the search process—the Office of the Provost and the Committee—shall ensure confidentiality to the extent permitted by Michigan law to maximize the retention of candidates.

10. Each time the Committee completes a set of candidate evaluations, the Committee and the Provost or his designee shall meet to discuss the evaluations. After in-depth consultation with the Committee, the Provost (or his designee after consultation with the Provost) may decide to have a candidate or candidates remain on the “active candidate list” to be evaluated again in a subsequent screening. No candidate may be so reconsidered more than once. Once the Provost and the Committee agree on the list of candidates for interviews, no amendment to the list shall be permitted, except by agreement of over half of the Committee and the Provost. The Committee must provide a mechanism by which all of its members have an opportunity to provide input to such a decision. These consultations and actions shall be deemed confidential.

11. The Committee will provide timely reports on the progress of the search to the COE through the FAC. The Committee should make the process as transparent as possible while maintaining confidentiality. Reports to the COE should be as informative as possible, but shall not include the names of candidates and will not be deemed confidential.

12. The Committee, in agreement with the Office of the Provost, will arrange and schedule the interviews for the final group of candidates. They shall include the President, the Provost, and key administrators involved with COE programs. In addition, this schedule will include, but not be limited to, meetings with the FAC, other COE faculty, representatives of the staff and students, other deans, alumni and a public forum open to the university community. Background information
on each final candidate will be made available to faculty and appropriate staff and students.

13. Any exception to the interview procedures described in item 12 will be made only when a candidate requests full confidentiality and over half the Committee and the Provost agree to honor such a request and to alternative procedures. The Committee must provide a mechanism by which all members of the Committee have an opportunity to provide input to such a decision.

14. Recognizing that the individual selected must qualify for the rank of full professor in a tenured appointment in a department or school in the COE, the Provost or his designee shall, as necessary, consult with the appropriate “home” unit chair or director who shall consult with the unit’s promotion and tenure committee concerning the academic qualifications of those candidates proposed to be invited for on-campus interviews. These consultations shall be deemed confidential.

15. All faculty, staff, and students who meet with the candidates shall be provided the opportunity to submit a written evaluation or otherwise communicate with the Committee. These assessments shall be advisory to the Committee and be considered in its evaluation of final candidates (see point 17 below).

16. At the conclusion of the interviews, the Committee shall evaluate the final candidates and present its report at a meeting with the Provost. The Provost shall meet with the Committee prior to entering into negotiations with the candidate(s) selected by the Provost.

17. All aspects of the search and evaluation procedure shall conform to the University’s Academic Hiring Procedures for Faculty and Academic Staff and the applicable laws of the state of Michigan. The Associate Provost and Associate Vice President for Academic Human Resources and the Director of the Office for Inclusion and Intercultural Initiatives shall provide full assistance to the Committee in the search process.