

## **PROCEDURES FOR APPOINTMENT AND REAPPOINTMENT OF DEAN, ASSOCIATE DEAN AND DEPARTMENT CHAIRS**

### **Dean**

1. In the event of a vacancy occurring in the office of the Dean, a Search Committee will be formed. The Committee will be composed of one full-time faculty member from each department in the College, a student from the College, one staff member from the College, and a dean from another College in the University, who will be the ex officio, non-voting chair of the Committee. DSAC will recommend three students representatives to the Provost / Vice President for Academic Affairs, who will select one to serve on the Dean's Search Committee. The student recommendations need not be limited to DSAC representatives but could be any Humanities & Natural Sciences students.
2. As soon as the committee can assemble, the Provost / Vice President for Academic Affairs will issue its mandate. At this meeting, a time table will be agreed upon.
3. The presidents and rectors of every Jesuit university in the USA should be contacted to request nominations for the position. Nominations will also be requested from the university administration and from the faculty, staff and student body of the College. An announcement to this effect should also be placed in the Chronicle of Higher Education and other appropriate national journals and bulletins. Among the qualifications listed for the position should be all of the following: An earned doctorate or its equivalent in an academic field represented in the College; tenure; administrative experience in an academic institution at level of Dean, Assistant Dean, chairperson, or program director; background of academic teaching and research that is commensurate to that of a Full Professor in the College; commitment to the values and vision of Loyola University as an educational institution operating in a context of Jesuit and Catholic mission. A deadline for accepting applications will be clearly stated in the announcement. It may also be stated that the search will continue until the position is filled.
4. Each application and nomination will be acknowledged by return mail/e-mail. Candidates rejected by the committee will also be notified by mail/e-mail as soon as possible. Candidates in whom the committee, after an initial screening, is still interested, will be so informed and specific requests for additional information, will be made as necessary.
5. The committee will begin to hold its meetings just as soon as the number of applications warrants it. Ideally the committee will meet weekly. All meetings are confidential. Nominees will be contacted as quickly as possible to determine whether they are interested in applying formally for the position.
6. During the weekly meetings of the committee there will be an ongoing review of the applications and a screening process to come up with a manageable list of candidates. A positive vote of five or more members will be needed to keep a candidate's name on the list of those who are to be given serious consideration.
7. After the deadline for receiving applications has passed, a study will be made of the names designated "for serious consideration." A simple majority of votes will suffice for an applicant to qualify as a semi-finalist. After the Dean's Search Committee's selection of the semi-finalists, the candidates' vitas and accompanying materials will be sent to the appropriate departments for review with the prior permission of the candidates. After a departmental review is completed, the department should send its recommendation to the search committee chair along with a letter addressed to the CRTC to be used in

the event the candidate makes the final cut and is among the finalists. Once the finalists are selected by the search committee, the CRTC will be convened and all necessary documentation (including departmental recommendations) will be supplied by the search committee to the CRTC. Results of the CRTC will then be sent back to the search committee who in making its final decision/recommendation will forward a rank ordered list of the finalists along with appropriate documents regarding their tenure to the Provost /Academic Vice President and the President.

8. At the next meeting, after a review of each candidate's qualifications in relation to the specific needs of the College, the number of finalists should be established. Each of the finalists should be contacted by phone and/or mail/e-mail and be invited to Loyola for an on-campus interview. These finalists should be sent a copy of the following documents: the University Faculty Handbook, the College Handbook, and the University Bulletin. Finalists should submit a written statement of their educational philosophy in light of the previous documents, especially the Loyola Goals and Character & Commitment Statements. While on campus each of the finalists shall have an opportunity to be interviewed by the following officers and groups:

President of the University

Provost / Vice president for Academic Affairs

All other Vice Presidents

Deans

Chairpersons of the College

Faculty of the College

Candidates' respective departments

Representatives of DSAC

Dean's Office staff

Search Committee

Finalists' itineraries should include a meeting with the Jesuit Community.

9. The committee should obtain the feedback of candidates by the Deans, chairpersons, faculty, Jesuit Community, students, and Dean's Office Staff.

10. The deliberations by the committee about the candidates are to be kept secret. The publication of the committee's recommendations is to be left to the discretion of the Provost / Vice President for Academic Affairs who will inform the finalists as to the outcome of the search and his or her ultimate decision.

### **Associate Dean**

The Associate Dean does not hold administrative tenure. The Associate Dean is appointed by the Dean, in consultation with faculty and approved by the Provost and Vice President for Academic Affairs.

### **Department Chairs**

The appointment of chairs is governed by departmental protocols that are posted on each department's intranet. The election of a new chair must be confirmed by the dean and the provost in writing.