

An important aspect of shared governance is the effective participation of university constituents in the recruitment and selection of the University's leaders. This document provides guidance on how members of the campus community fulfill this obligation through representative service on search committees for University-level administrators, the proposed roles and compositions of such committees, and proposed process for the appointment of University-level administrators. For purposes of this document, University-level administrators refers to the Provost, Senior Vice Presidents, Vice-Presidents, and Deans. Please note that all hiring decisions shall comply with all applicable laws and University policies and procedures. The position of President is governed by the Board of Trustees and not subject to this document.

- I. **SCOPE OF AUTHORITY:** Consistent with the By-laws of WesternU, the President or their duly appointed designee is considered the Appointing Officer for all University-level Administrators. No other person or body is authorized to appoint University-level Administrators, nor to modify or revise the provisions of any appointment or offer of appointment. For the appointments of Deans, the President designates the Provost as the Appointing Officer. The President reserves the right to amend, modify, or rescind this document with or without prior notice.
- II. **NOTIFICATION OF INTENT TO RESIGN:** The Appointing Officer will implement a search process consistent with this document upon written notification from a University-level administrator of their intent to resign from their role. Depending upon the scope of the notice and potential implications, the Appointing Officer may appoint an acting or interim appointee (**See** Institutional Guidelines: Acting or Interim Appointments of University-level Administrators). Normally, the outgoing University-level Administrator will work with the Appointing Officer to appropriately identify a transition plan and timeline for their departure.
- III. **APPOINTMENT OF A SEARCH COMMITTEE + CHAIR:** The Appointing Officer is responsible for the appointment of the search committee, including the selection of the Chair. For Dean appointments, the Chair of the Committee will be selected from the Deans Council. The University will endeavor to conduct national searches to the extent practicable. The Appointing Officer reserves the right to determine whether an external recruiting firm will be used. Typically, if an external recruiting firm is utilized, they will provide advice and support to the Search Committee with respect to the items outlined in the Responsibilities of Search Committee section.
- IV. **COMPOSITION OF SEARCH COMMITTEES:** The basic composition and size of a search committee will vary according to the nature of the position and shall be determined by the Appointing Officer in consultation with the incumbent, if available, the Chair of the Academic Senate and with the College concerned (for Dean appointments) or with the departments/units concerned (for non-Dean appointments). The Appointing Officer will also determine whether a Facilitator should be appointed and if so, will appoint that individual. The Facilitator is not required to be selected from the current membership of the Search Committee. The Facilitator is typically non-voting and assists in the advancement of the search process. A close and ongoing consultative relationship between the search committee and the Facilitator shall be maintained.
- V. **RESPONSIBILITIES OF THE SEARCH COMMITTEE:** The Appointing Officer shall convene the first session of the search committee, outline the characteristics and responsibilities of the position, identify the required and preferred qualifications of candidates, and establish a deadline for the search committee to forward recommendations. No member of a search committee may apply for the position under consideration without first resigning from the search committee. **If the**

Appointing Officer does not appoint a Chair, the search committee shall elect a chair or co-chairs from its membership.

The charge of the search committee is to, at a minimum:

- Considering the scope of the position, develop and implement a recruitment strategy that will ensure the identification, screening, interview, and recommendation of qualified candidates for the position;
- work with appropriate stakeholders to appropriately execute responsibilities, such as Human Resources, the hiring department, etc;
- inform the campus community of the vacancy and application deadline dates and invite applications and nominations;
- evaluating all candidates using the same criteria and giving each candidate equal consideration and treatment throughout the screening process;
- complying with all applicable laws or University policies or procedures, including without limitation those related to hiring, non-discrimination, and maintaining strict confidentiality; and
- protect the confidentiality of all records, deliberations, and consultations related to the search confidential, unless otherwise required by this policy or law. It is not a violation of the confidentiality to report any problems related to the conduct of the search to human resources.

- VI. **CRITERION FOR APPOINTMENT AS UNIVERSITY-LEVEL ADMINISTRATOR:** The basic criterion for any University-level administrative position is capability and suitability for the position. For purposes of this policy, capability requires the demonstration that the candidate possesses (a) the knowledge, skills, and experience required for the position and (b) the skills necessary to perform the essential functions of the position. For purposes of this policy, suitability requires the demonstration that the candidate's individual values and persona aligns with the university culture and values and that the candidate possesses the skills essential for being a productive, cooperative, effective, and collegial member of the university community.
- VII. **FINALISTS:** The Search Committee shall seek full consensus of its members on the recommendation of the final slate to the Appointing Officer. However, any name submitted on the final slate must receive at least a majority vote of approval from the Search Committee. Whenever possible, a minimum of three nominees shall be recommended to the Appointing Officer by the Search Committee. The Appointing Officer retains the right to appoint the best-qualified candidate. For academic administrative appointments that also include faculty appointments, the President or Provost shall consult with the Dean of the college in which the faculty appointment may occur. Normally, such consultation will occur after the search committee makes its recommendations. University policies on faculty appointments shall be followed. If no qualified and acceptable candidate is identified, in consultation with Human Resources, the search may be canceled or extended. All University-level appointments serve at the pleasure of the President or Provost, as appropriate.
- VIII. **RECORDS:** At the conclusion of a search, all search records, including the notes of search committee members, shall be collected, organized, and retained by the hiring department for retention for three (3) years. Even after the search is concluded, all records, deliberations, and consultations shall remain confidential.