

**OFFICE OF THE CHANCELLOR**  
**University of New Orleans**

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Administrative Policy and Procedure  
A.P. 2.5  
Effective Date: May 1, 1985

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**SUBJECT:** Guidelines for Search Committees For Major Administrative Positions.

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**PURPOSE**

To establish guidelines for search committees for major administrative positions.

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**DEFINITIONS**

"Major administrative positions" means the positions held by the vice chancellors and by all the deans and directors who report directly to the Vice Chancellor for Academic Affairs.

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**GENERAL POLICY**

The University benefits from the consideration of off-campus, as well as on-campus, candidates for major administrative positions. On the other hand, the expenses of bringing off-campus candidates in for interviews can become quite high. This AP is intended to balance these two considerations. The positions will be widely advertised, in accordance with the University's policy on Equal Employment Opportunity and Affirmative Action. The policies set forth herein are for the guidance of search committees after all applications and nominations have been received.

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**AUTHORITY**

Article VII, Section 4 of the Bylaws and Regulations of the Board of Supervisors of the LSU System.

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## **PROCEDURE**

1. After receiving all nominations and applications, the search committee will screen them in accordance with the procedures it has established, working of course within the stated requirements of the position.
2. The committee will then arrange campus interviews for the candidates considered potentially the best qualified. Normally, no more than three candidates from outside of New Orleans will be included.
3. Allowable expenditures of off-campus candidates will be borne by the University. The search committee chairman should confer with the Comptroller for instructions.
4. Whenever possible, off-campus candidates will be housed in one of the guest rooms in the University Center.
5. Meals for persons other than the candidate (e.g., members of the search committee) will not be paid for by the University, except that one or at most two, members of the search committee may accompany the candidate to dinner. The more expensive restaurants should be avoided.

Cooper R. Mackin

Chancellor

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