



THE UNIVERSITY of
NEW ORLEANS

**ADMINISTERED BY: Office of Vice
President for Business Affairs**

Policy No:	AP-BA-33.2
TITLE:	Guidelines for Search Committees for Major Administrative Positions
EFFECTIVE DATE:	April 4, 2014
CANCELLATION:	
REVIEW DATE:	Spring 2016

PURPOSE

To establish guidelines for search committees for positions at the level of Vice Presidents, Deans, and the Director of Intercollegiate Athletics.

AUTHORITY

Part Two, Chapter III, Section II of the Bylaws and Rules of the University of Louisiana System; University of Louisiana System Bylaws and Rules Part Two, Chapter III, Section II and Policy and Procedure Memoranda Chapter III, FS-III.II.B-1a and FS-III.II.B-2. University of Louisiana System Policy Number M-18 (Hiring Without Regard to Retirement Status an Without Regard to Prior Complaints of Discrimination of Other Protected EEO Activity).

DEFINITIONS

Applicant: an individual who has applied for a position or a nominee who has agreed to be considered for the position.

Candidate: an individual who has been invited and has agreed to a formal interview.

Nominee: an individual whose name has been submitted for consideration by a third party.

GENERAL POLICY

In an effort to attract qualified and diverse applicants, a variety of recruiting and selection actions may be employed when seeking individuals to fill campus positions at the level of vice presidents, deans or athletic directors.* All actions taken under this policy shall be in accordance with state and federal affirmative action and non-discrimination laws and procedures set forth herein.

PROCEDURE

A. Search Committee Composition and Charge

1. A search committee shall be appointed by the President or his designee and contain an appropriate mix of faculty, students, staff and others relevant to the position of interest. Each search committee shall

contain at least one student in good academic standing with a knowledgeable background pertinent to the position for which the committee is searching. Every effort shall be made to secure diversity in the composition of the search committee.

2. The committee shall be responsible for recruiting a qualified applicant pool, reviewing resumes, selecting candidates to interview, interviewing candidates, and recommending and/or ranking candidates for hire for a specific position.

B. Search Authorization

1. The search process shall commence as quickly as is reasonably possible after it becomes known that an administrative vacancy will occur.
2. The President or his designee shall define a charge to the search committee and outline timing considerations.
3. The President or his designee, working with the search committee, shall develop a position description that includes minimum qualifications and any prerequisites of the position, position responsibilities and any special criteria, circumstances or issues regarding the position. Preferred qualifications of the person to be chosen will also be determined.

C. Search Committee Chair

1. The President or his designee may appoint the search committee chair or may request the committee to select its own chair.
2. The chair shall ensure that minutes of each meeting are taken and distributed to committee members and the President or his designee and will liaise with applicants and candidates as necessary.

D. Search Committee Process

1. The President or his designee in consultation with the search committee shall develop a national recruitment plan that is appropriate to the search of interest. Various search tools may be employed, including but not limited to advertisements in state, local and national newspapers, higher education publications and other appropriate media. The use of technology may be utilized when feasible to facilitate the search in a cost efficient manner. External consulting firms may also be employed to help with the recruiting efforts.
2. The President or his designee shall work with the EEO or appropriate campus officer to ensure that effective recruitment mechanisms for women and minority candidates exist and that the search committee is provided relevant instruction on these matters.
3. A documented search process shall be required for the review and evaluation of all applicant materials. The search committee shall develop objective measurement tools and selection criteria, as well as the evaluation process which shall be consistently applied to all applicants.
4. When the search committee has completed its vetting of the applicant pool, it shall work with the President or his designee to determine the candidate(s) to be invited to interview. The decision to include an individual as a candidate should be based upon judgment of their comparative professional merit relative to the requirements specified in the job description.

5. The committee shall be charged with interviewing the candidate(s) in an open forum. Candidates shall also be available for additional public meetings with other groups as deemed appropriate by the committee.
6. Search committee members are to keep in mind the following when making a final selection:
 - All universities within the University of Louisiana System, as well as the UL System itself, must consider applicants for employment without regard to their retirement status and without regard to an applicant's having previously accused the Board or any of its universities of unlawful discrimination.
 - Notwithstanding the foregoing, a University within the UL System or the UL System itself may consider retirement status in the hiring process, if, and only to the extent, it is required to do so by Federal or Louisiana state law.
 - If the hiring of any person on the basis, in whole or in part, of retirement status is refused or delayed based on compliance with Federal or Louisiana state law, the University shall notify the UL System President in writing via the University President of each such instance within 5 (five) days prior to such action for the purpose of allowing an opportunity for legal review by UL System of such action.
7. The final candidate recommendations, signed by each of the committee members confirming the committee's choice(s), shall be submitted to the President or his designee. The President or his designee shall be responsible for discussions with the candidate concerning conditions and prerequisites of employment in accordance with applicable administrative policies.

E. Release of Candidate Information

The university administration shall make it clear to all applicants that the university may make public certain information; consistent with State open records laws.

F. Administrative Support

The university administration shall provide the search committee with adequate resources and assistance to carry out the committee's responsibilities; and shall designate a sole spokesperson to report on committee activities and the status of the search process.

G. Central Repository of Search Information

Final search committee records and reports shall be kept in the personnel/human resources office (or EEO office) and be designated as personnel files, consistent with the open records rules and regulations

BOARD ACTION

The Campus President shall submit his recommendation as an agenda item for Board approval along with an outline of the process used in the search. Additionally, Board staff will be provided with: search committee minutes (for each meeting indicate meeting date, members in attendance, applicants/applications reviewed, and actions taken); the number of applications received; the number of candidates interviewed; and the

makeup of the search committee. The Board staff shall focus on reviewing the selection process rather than the credentials of individual candidates.

When necessary, the institution may be requested to submit the entire search committee files for Board staff review prior to Board approval.

A handwritten signature in black ink, appearing to read 'P. J. Fos', written in a cursive style.

Peter J. Fos, Ph.D., M.P.H.
President
University of New Orleans

* This policy does not apply to searches for "associate" or "assistant" vice presidents, deans and athletic directors. The selection of persons to serve in these capacities is a matter of administrative determination as they serve at the pleasure of the Vice President, Dean or Athletic Director.