



THE UNIVERSITY of  
NEW ORLEANS

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

**Policy No:** AP-BA-33.3  
**TITLE:** Search Policies and Procedures  
for Positions of Dean or Higher  
**EFFECTIVE DATE:** April 4, 2014\*  
(\*Policy Revised, see below)  
**CANCELLATION:**  
**REVIEW DATE:** Spring 2025

#### **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 and 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**

The University of New Orleans, together with the Board of Supervisors for the University of Louisiana System, recognizes diversity as essential to operational effectiveness and mission fulfillment, and a strategic business imperative. The University declares the recruitment and development of high quality administrators, faculty, and staff from all demographic, experiential, and cultural backgrounds a systemic priority. 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 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. The search committee will be representative of the university regarding all demographics.
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.
3. The committee charge shall include considering all applicants on fit with the position description and institution and open discussion about cultural competence of applicants.

### **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 designee shall define a charge to the search committee and outline timing considerations.
3. The President or 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.
4. Human Resources will guide the President to ensure that the position description and qualifications are written in a manner that does not include implicit bias or discourages diverse applicants from applying.

### **C. Search Committee Chair**

1. The President or 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 designee and will liaise with applicants and candidates as necessary.

### **D. Search Committee Process**

1. The President or designee in consultation with the search committee shall develop a national recruitment plan that is appropriate to the search of interest. Various search tools will 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 will 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 designee shall work with the EEO or appropriate campus officer to ensure that effective recruitment mechanisms for women and underrepresented candidates exist and that the search committee is provided relevant instruction on these matters including training on unconscious bias during the process and how to eliminate it.
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 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. The composition of these groups must be intentionally and appropriately diverse as relative to the institution, community, and position.
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 designee. The President or designee shall be responsible for discussions with the candidate concerning conditions and prerequisites of employment in accordance with applicable administrative policies.
8. A rationale for selection for the final candidate will be provided.

#### 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 President shall submit the 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 and inclusion Task Force Oversight Committee tasked with Recruiting, Hiring, and Retention 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.



John W. Nicklow  
President  
University of New Orleans

*\*Policy Updates:  
Revisions: 7/23/2019*

\* 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.