

FAYETTEVILLE STATE UNIVERSITY

SELECTION, APPOINTMENT, AND EVALUATION OF ACADEMIC UNIT HEADS

Authority:	Issued by the Chancellor. Changes or exceptions to administrative policies issued by the Chancellor may only be made by the Chancellor.
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Applies to:	<ul style="list-style-type: none"> ● Administrators ● Faculty
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Related Policies/ Regulations/Statutes	<ul style="list-style-type: none"> ● Employment Background and Reference Checks ● Recruitment and Selection of Senior Academic and Administrative Officers and Other EHRA Non-Faculty Employees ● Delegations of Authority for EHRA Personnel Actions ● Senior Academic and Administrative Officers [UNC Policy #300.1.1] ● Regulation on Annual Performance Appraisals for Staff Exempt from the NC Human Resources Act (EHRA Non-Faculty) [UNC Policy #300.2.18[R]]
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I. PURPOSE

Academic Unit Heads, composed of academic department chairs and school associate deans, are essential and significant members of Fayetteville State University's (University) leadership team; thus, the identification and selection of highly qualified individuals to fill these roles are of primary importance to the University. The purpose of this policy (Policy) is to outline the processes for the selection, appointment and evaluation of Academic Unit Heads.

II. SELECTION OF AN ACADEMIC UNIT HEAD

A. Determining Qualifications

After consulting with the faculty in the respective academic unit, the Dean of the respective college shall determine the appropriate qualifications for and rank of the Academic Unit Head. The Dean shall then consult with the respective faculty before determining whether the search will be internal or external. A candidate must either be a current tenured faculty member at the University (internal candidates only) or have credentials from outside the University that would allow for the recommendation of tenure upon employment (external candidates only).

Following consultation with the faculty in the respective academic unit, the Dean shall prepare the advertisement for the position. Applications shall be directed to the Chair of

the Search Committee. If the search is internal, then the advertisement shall be posted consistent with “internal only searches” conducted at the University. If the search is external, the advertisement should be published in media such as the Chronicle of Higher Education and/or appropriate discipline related publications.

B. Formation of a Search Committee

1. The Dean of the college shall authorize a meeting of the respective academic unit’s full-time tenured and tenure-track faculty for the purpose of electing a Search Committee. Once assembled, the faculty shall elect members of the Search Committee.

The current Academic Unit Head shall be excluded from participating as a member of the Search Committee if s/he wishes to be considered for the position. Additionally, no faculty member who intends to apply for the position may serve on the Search Committee.

2. The Search Committee shall consist of no fewer than five (5) members of the academic unit’s full-time tenured/tenure-track faculty, at least two (2) of whom shall be tenured. In addition, the Search Committee may select one (1) tenured faculty from outside the respective academic unit. In the event that the criteria for forming the Search Committee are not met, the Dean, in consultation with the respective full-time tenured and tenure-track faculty, shall select the Search Committee.
3. The Search Committee shall elect a chair from its membership. The Dean shall provide the Search Committee Chair (Chair) with an estimated timeline for the search. The Chair shall notify the Search Committee members, in writing, of all meetings and scheduled interviews.

C. Search Committee Duties and Responsibilities

The Search Committee is responsible for conducting an active search for qualified candidates, receiving, reviewing, and evaluating the credentials of the candidates, conducting interviews of the top candidates and recommending the final candidate(s) to the Dean.

In order to participate in a search, Search Committee members will be required to complete EEO and interview skills training. Search Committee members will also be required to sign a confidentiality agreement prior to reviewing applications.

Review of candidate credentials shall begin after the deadline for receipt of applications, or when a sufficient number of applications have been received to begin the process. Search Committee members must participate in all phases of the review and evaluation process.

D. Confidentiality

The State of North Carolina prohibits the releasing of information by a public employer from personnel files of applicants for employment. The term personnel file is defined very broadly to include “any information in any form gathered by the [employer} . . . relating to [the applicant’s] application, selection or non-selection.”

Courts have held that no information about applicants can be disclosed. Thus, all information maintained by a North Carolina public employer about applicants for employment is confidential. Not even applicant names are subject to disclosure.

The Privacy of State Employees Personnel Act makes it a criminal offense for any public official or employee to knowingly and willfully release information pertaining to an applicant. An individual who knowingly or willfully releases such information shall be guilty of a Class 3 misdemeanor (maximum punishment is 30 days or less imprisonment) or only a fine not in excess of five hundred dollars (\$500.00).

E. Review and Evaluation of Candidates

The review and evaluation of candidates shall be conducted in accordance with the following guidance, provided such guidance is not inconsistent with University policies related to EHRA personnel searches. In such cases, the University's policies shall be followed.

1. Candidate Screening

To ensure each candidate is treated in an equitable manner, prior to the review of any candidate's credentials, the Search Committee shall prepare a ratings evaluation checklist that will be used to evaluate each candidate's credentials.

2. Interviews

After screening the candidate files, the Search Committee shall produce a short-list of the top candidates (usually from 10-12) to interview initially by telephonically or by some other means of electronic communications. Once these interviews are complete, the Search Committee should invite the top 3-5 candidates to campus for interviews.

Interview questions should be planned in advance in order to demonstrate that all candidates are being evaluated consistently. The same questions should be asked of every candidate allowing for individualized follow-up questions to be asked as needed.

Campus interviews should include a presentation by the candidate to the academic unit's faculty, a luncheon or reception for informal chats with faculty and students, and interviews with the Search Committee, the Dean, and the Provost.

3. Selection of Finalists

The Chair of the Search Committee shall forward to the Dean the names, credentials and a report detailing the strengths and weaknesses of the candidates interviewed (at least 2). The Dean shall consult with the Search Committee prior to deciding on the final candidate. The method of consultation shall be determined by the Dean.

4. Recruitment Report

The Chair of the Search Committee shall also forward to the Dean a recruitment report, signed by the Chair, that details the recruitment process utilized by the Search Committee. The Chair of the Search Committee shall maintain a copy of the recruitment report.

The recruitment report must include the following:

- total number of applicants for the position.
- the specific recruiting and screening procedures used by the Search Committee; and
- other recruitment efforts, such as recruitment letters sent to other universities or efforts made at conferences to recruit. Attach evidence of such recruitment efforts.

Candidates who are not selected will be notified of their non-selection in accordance with the process for such notification established by the Office of Human Resources. Neither the Chair nor the Search Committee should attempt to notify such candidates.

F. Candidate Selection

The Dean shall review the evaluations of the Search Committee, the candidates' credentials, and the Dean's interview ratings. The Dean shall then forward a written report to the Provost including the items reviewed by the Dean.

The Dean shall then confer with the Provost who shall discuss the finalist(s) with the Chancellor. The Chancellor has delegated to the Provost final authority for personnel actions related to Academic Unit Heads.

The Search Committee and the respective academic unit shall be notified of the final selection when a candidate has accepted, in writing, the appointment.

III. INTERIM ACADEMIC UNIT HEAD

If a candidate does not accept an offer and there is not a suitable second choice, or if no candidate is selected, the Dean shall consult with the academic unit to solicit nominations for an Interim Academic Unit Head. A recommendation to appoint an interim will be made by the Dean to the Provost. The Chancellor has delegated to the Provost final authority for personnel actions related to Academic Unit Heads.

Following the appointment of an Interim Academic Unit Head, a search for a permanent Academic Unit Head shall begin as soon as practical. The same process as outlined in the preceding paragraph shall be followed to appoint an Interim Academic Unit Head. Should an extenuating circumstance, such as when no tenured faculty member is interested in the interim position, a tenure-track faculty member may be appointed as the Interim Academic Unit Head. A tenure-track faculty member appointed as the Interim Academic Unit Head shall not be involved in any personnel decisions, such as tenure, promotion, and post-tenure review.

IV. EVALUATION OF ACADEMIC UNIT HEADS

An Academic Unit Head is a Tier II Senior Academic and Administrative Officer (SAAO) who does not hold tenure in their administrative position and serves at the discretion of the Chancellor. As an SAAO Tier II, an Academic Unit Head is required to be evaluated annually.

Each Academic Unit Head shall be evaluated by the academic unit's faculty and Dean. The evaluations must be completed for the period July 1st – June 30th. An overview of the evaluation will be discussed with the academic unit's faculty; however, the Dean shall not share confidential personnel information.

V. RESOLUTION OF ISSUES

If problems or differences in understanding arise within an academic unit, the academic unit's faculty and the Academic Unit Head should strive to cooperate to resolve such issues. If, after diligent efforts by the academic unit's faculty and the Academic Unit Head the issues are not satisfactorily resolved, the academic unit's faculty may recommend to the Dean means by which the issues can be resolved.

When such a recommendation is made, the Dean shall investigate the academic unit faculty's concerns and provide a written report on the Dean's findings to the Provost and the Academic Unit Head. The report is considered a confidential personnel record and will not be shared. However, the Dean may provide an overview consistent with the laws of the State of North Carolina related to personnel records.