

## University of Louisiana System

### **SEARCH POLICIES AND PROCEDURES FOR POSITIONS OF DEAN OR HIGHER**

**Effective Date: July 1, 2019**  
**Cancellation: January 7, 2011**  
**Chapter: Faculty and Staff**

### **Policy and Procedures Memorandum**

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 Board 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. Regardless of the actions taken, all state and federal affirmative action and nondiscrimination laws shall be followed. In addition to the guidelines provided herein, search processes should reflect campus practice and policy, be conducted in a timely and professional manner, and respect the individual's rights to confidentiality to the extent permitted by state law.

The university President is charged with the responsibility for ensuring oversight and implementation of this policy.

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<sup>1</sup> 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 President, Dean or Athletic Director.

## **I. DEFINITIONS**

- A. Applicant an individual who has applied for a position or a nominee who has agreed to be considered for the position.
- B. Candidate: an individual who has been invited and

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 the individual's 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. 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

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