Search and Rating Procedure for the Position of Dean of the College of Natural Science
Michigan State University

Pursuant to the University Bylaws (2.1.3.2.) and College of Natural Science (NatSci) Bylaws (3.2.4), the voting Faculty and the Provost agree to the following procedures for the selection of a new Dean. It is understood that the Provost, following these procedures, nominates a final candidate to the President and Board of Trustees for appointment.

1) The search shall be open to candidates currently appointed at Michigan State University and elsewhere. Nominations will be accepted from any source. Upon approval of these procedures, the Search and Rating Committee (hereafter, the Committee, see point 2, below) shall prepare a job description announcement for posting - to be approved by the Provost. The vacancy shall be posted in The Chronicle of Higher Education, Science, Nature and in other appropriate venues, as agreed by the Provost and the Committee to satisfy the standards of a national competitive search. The Committee, with agreement of the Provost, may post in additional locations.

2) A Search and Rating Committee (hereafter referred to as "the Committee") shall be established consisting of individuals selected by the following procedures in compliance with University and NatSci bylaws. No person who permits his or her name to be entered as a candidate for the position of Dean shall continue to serve on the Committee. The Committee shall consist of at least eleven and no more than thirteen voting members as follows:

a) The Chairperson of the Faculty Advisory Council (FAC), or if he or she cannot or wishes not to serve, another member of that Council.

b) Three faculty members, excluding chairpersons and directors, elected as follows: One each to be elected by the voting faculty of the three districts of Physical Sciences, Mathematical Sciences and Biological Sciences as described in section 3.1 of the NatSci Bylaws. Each unit shall nominate two people to be listed on a ballot for the representative from the appropriate division. The faculty of each district shall vote for their representative. The elections are to be conducted by the Faculty Advisory Council.
c) Three chairpersons or directors are elected by the chairpersons and directors of the College with the following restrictions: one should be chosen from each of the three districts mentioned above and no chairperson or director should be elected if his or her unit is already represented under a) or b) above.

d) One graduate student and one undergraduate student selected by the Student Advisory Council.

e) One member of the MSU Postdoc Association selected by that association.

f) One Dean from outside NatSci, but from within the University to be appointed by the Provost.

g) If the selection procedures described above do not result in the inclusion of both women and minority representatives who are members of the voting faculty of NatSci, the Provost will appoint, as necessary, up to two additional faculty committee members from the voting faculty of NatSci.

3) The Faculty Advisory Council and the Provost may jointly select a Search Consultant. The Search Consultant, if selected, will interact with and report to the Committee and the Provost. The Search Consultant will play an active role in identification and cultivation of potential candidates and may perform other assignments agreed upon by the Committee and the Provost. Names of individuals identified by the Search Consultant will be forwarded to the Committee and the Provost for review.

4) The Chairperson of the Committee will be appointed by the Provost. The Chairperson will sign all correspondence as required by the Committee. The Committee also may choose to select a secretary from among its members. The Office of the Provost shall provide staff support. Candidate files will be stored electronically on the site of the Search Consultant.

5) Formal action by the Committee requires a quorum. The quorum of the Committee shall consist of one-half plus one of the members including a quorum of one half the NatSci faculty complement of the Committee.
6) If any member of the Committee resigns or otherwise vacates his or her membership, he or she shall be replaced by the person receiving the next highest vote in the original relevant election process. If a chairperson or director selected under 2c above has his or her term as chairperson or director expire, that person will remain a member of the Committee. If the person placed on the committee by item 2a above leaves the FAC or is no longer chairperson of such Council, he/she may remain the Council's representative.

7) The Provost, in consultation with the Committee, shall develop a position description and define the qualifications criteria for candidates. In this phase of the search process and, in general, whenever possible, the Committee shall actively seek the advice of the constituency of the College. The Committee shall inform this constituency of its plans for the search for the deanship. In particular, the Committee shall report to and seek the advice of College Advisory Councils and the Chairpersons and Directors.

8) The Committee will actively seek qualified candidates. Special efforts will be made to identify women and minority candidates. The recruitment plan will be developed by the Search Committee in consultation with the Search Consultants and the Office of the Provost. If the initial applicant pool does not include a reasonable proportion of women and minorities, additional efforts to identify such candidates will be undertaken before the screening process begins.

9) Initial screening will be based on the curriculum vitae; formal acknowledgment of candidacy by the Committee may not be required until letters of reference are requested. All involved in the search process the - Office of the Provost, the Committee, the Search Consultant, and all persons consulted - shall ensure confidentiality.

10) The Committee shall screen candidates to determine which individuals are best qualified. All candidates shall be assessed using the uniform criteria developed according to item 7. Assessments may be in qualitative as well as quantitative form. The Committee will provide assessments and ratings of all candidates to the Provost at appropriate times during the search process.

11) Each time the Committee completes a set of candidate ratings, the Committee and Provost or designee shall meet to discuss the ratings. During the initial screening process, after in- depth
consultation with the Committee, the Provost (or designee after consultation with the Provost) may decide to have a candidate or candidates remain on the "active candidate list" to be rated again in a subsequent screening. No candidate may be so reconsidered more than once. Once the Provost and the Committee agree on the list of candidates for on-campus interviews, no amendment to the list shall be permitted, except by agreement of two-thirds of the full Committee and the Provost. These consultations and actions shall be deemed confidential.

12) Recognizing that the Dean will have the rank of full professor in a department or school inside NatSci, the Committee shall consult with the appropriate department chairpersons concerning the academic qualifications of those candidates proposed to be invited for on-campus interviews. This consultation shall be deemed confidential.

13) The Committee will provide timely reports on the progress of the search to the NatSci faculty through the FAC. Such reports shall not include the names of candidates and will not be deemed confidential.

14) The Committee, in agreement with the Office of the Provost, will arrange and schedule the interviews for the final group of candidates. They shall include the President, the Provost, all key administrators involved with NatSci programs and the Committee, plus, if necessary, with members of the appropriate "home" department or school (see point 11 above). In addition, this schedule will include but not be limited to meetings with the FAC, other NatSci faculty, representatives of the staff and students, and other deans. Background information on each final candidate will be made available to faculty and appropriate staff and students.

15) Any exception to these interview procedures, as described in item 13, will be made only when a candidate requests full confidentiality and over half the Committee, including over half of the faculty members, and the Provost agree to honor such a request.

16) All faculty, staff, and students who meet with the candidates shall be provided the opportunity to submit an electronic or written evaluation or otherwise communicate with the Committee. These assessments shall be advisory to the Committee and be considered in its ratings of final candidates (see point 17 below).
17) At the conclusion of the on-campus interviews, the Committee shall rate the final candidates and present their report at a meeting with the Provost. The Provost shall meet with the Committee prior to entering into negotiations with the candidate(s) selected by the Provost.

18) All aspects of the search and rating procedure shall conform to the University's Affirmative Action Hiring Procedure for Faculty and Academic Staff. The Associate Provost and Associate Vice President for Academic Human Resources and the Director of the Office of Inclusion and Intercultural Initiatives shall provide full assistance to the Committee in the search process. One member of the Committee will serve as the Affirmative Action Advocate.

Agreed - June Pierce Youatt, Provost

Date: 11.2.16

Agreed - Diana Bello-DeOcampo, Chair
NatSci Faculty Advisory Council

Date: November 29, 2016