

Guiding Principles for Faculty Involvement in Dean Search and Dean Review Committees

University of California, Irvine

Authority for Dean Appointments and Reviews is addressed in the Academic Personnel Manual (APM):

APM 240-40: “The Chancellor has the authority to appoint a Dean or Provost...”

APM 240-10: “Criteria for appointment and evaluation of a Dean or Provost shall be developed by each Chancellor or designee.”

I. SELECTION OF FACULTY MEMBERS FOR DEAN SEARCH AND DEAN REVIEW COMMITTEES

1. On behalf of the Chancellor, the Executive Vice Chancellor and Provost (EVC/P) will request, from the executive committee or faculty chair of the school in question (in the case of academic deans), the names of a minimum of four faculty members from the School for service on a Dean search or review committee. In doing so, the executive committee or faculty chair will confirm that the following conditions hold true for each of its nominees:

- (a) Availability of the nominee to serve;
- (b) Willingness of the nominee to confirm that there is no conflict of interest with the search or review;
- (c) Willingness of the nominee to maintain confidentiality as is usual for personnel processes.

2. On behalf of the Chancellor, the Executive Vice Chancellor and Provost will request, from the Academic Senate Committee on Committees, the names of a minimum of four faculty members whom they recommend for service on the Dean search or review committee. In the instance of searches or reviews for the Dean of the Graduate Division or Dean of Undergraduate Education, the other set of 4 or more nominations will be provided by the Graduate Council or the Council on Educational Policy, respectively. In doing so, the Senate will confirm that the following conditions hold true for each of its nominees:

- (a) Availability of the nominee to serve;
- (b) Willingness of the nominee to confirm that there is no conflict of interest with the search or review;
- (c) Willingness of the nominee to maintain confidentiality as is usual for personnel processes.

3. The Chancellor or EVC/P will appoint the search or review committee. As a general practice, one-half of the committee members will be selected from faculty nominated through the above methods.

4. The Chancellor or EVC/P will consult with the Senate Chair prior to appointing chairs of Dean search or review committees. In general, chairs of review committees shall not be currently appointed deans.

II. DEAN SEARCH COMMITTEE PROCEDURES

1. The dean search committee will at the beginning convene a forum inviting faculty to discuss School priorities, School needs, and desired criteria for the next Dean.
2. The committee shall advise the Chancellor and EVC/P regarding the most appropriate manner for final candidates to be invited for interviews. Should the committee recommend confidentiality, it should seek additional faculty consultation that balances the desired need for confidentiality with broad input from faculty.
3. Faculty involved in this process will have the opportunity to provide written evaluations regarding the final candidates, and those evaluations shall be reviewed by the committee and the Chancellor and EVC/P.
5. At the conclusion of the search process, the Chancellor and/or EVC/P will meet with the search committee in order to report on the outcome of their deliberations and negotiations.
6. If for any reason the above procedures do not yield an acceptable dean, the Chancellor and/or EVC/P shall ask the committee to continue the search. Should a new committee for the dean search become necessary, the above procedures shall be initiated from the beginning.

III. DEAN REVIEW COMMITTEE PROCEDURES

1. The dean review committee will send out a call to all faculty in the School for written evaluations of the strengths and weaknesses of the current dean, along with recommendations for improvements, and, if desired, an indication of whether the dean should be reappointed. These evaluations shall be reviewed by the committee and treated with strict confidentiality.
2. The committee shall evaluate the work of the dean during the review period, including the faculty statements and written input from the Council on Academic Personnel (CAP) and the Council on Planning and Budget (CPB) and other councils judged relevant, and prepare a report to the Chancellor and EVC/P that includes a recommendation regarding reappointment/non-reappointment, including the desired term of appointment. All materials shall be treated with strict confidence.
3. The Chancellor or EVC/P shall meet with the committee in order to learn of their recommendations. The Chancellor or EVC/P shall also meet with the committee to discuss the final outcome of the review.

IV. ANNUAL ASSESSMENT

At the end of each academic year, the Irvine Division of the Senate will compile, based on data received from the EVC & Provost's office, a report of the dean's searches and dean's reviews conducted during that year.