

## **SEARCH COMMITTEE PROCEDURES FOR OFFICERS AND FACULTY**

**2:142**

### **Centrality of Search Committees to Employment Process**

**2:142:1**

Under the supervision of the president, vice presidents and deans, the university maintains a process for the recruitment, selection, and separation of administrators or faculty. The most crucial step in the selection of officers of the university, officers of schools and new faculty members lies in the search process whereby peers express themselves on potential candidates for vacant positions. (See also policy # [1:717](#), and [2:140:2:1](#)).

Administrators and the Andrews University Board of Trustees shall carefully regard the recommendations of search committees.

### **Timing of Search Committees**

**2:142:2**

The administration will appoint a search committee as soon as a vacancy is expected. Ample time should be allowed for the search process to facilitate advertising of the position and for negotiating transfers from other institutions.

### **Terms of Reference for Search Committees**

**2:142:3**

Search committees are appointed to:

1. Obtain a job description and/or position criteria from the relevant department/school or entity.
2. Determine the procedures and schedule to be followed during the search process including implementing the affirmative action policy of the university ([See also Section 1, Appendix 1-I](#)).
3. Seek qualified potential candidates through wide advertising and enquiry. Official advertisements are processed by Human Resources after approval by the president or the vice president under whom the vacancy has occurred.
4. Communicate with and evaluate all applicants by a variety of methods including curriculum vitae, determination of immigration status if appropriate, reference checks, scheduled interviews and guest lectures.
5. Recommend to the president qualified individuals (preferably at least three (3) persons).

Search committees provide formal counsel to the president or the Andrews University Board of Trustees, but they should consult and communicate with the departments, schools or university officers in question as defined in policy # [2:142:6](#) until they have rendered their report and the positions in question have been filled.

### **Appointment of Search Committee Members**

**2:142:4**

Depending on the position to be filled search committee members are nominated by relevant peers or representative university groups and are appointed by the chief officer involved as described in policy #2:142:5 below. The selection of members should take account of the diverse nature of the university community.

## **Composition of Search Committees**

**2:142:5**

Departments or schools will nominate a representative group as a search committee, including a person outside of the department/school/university. Unless prescribed by policy, search committees elect a chair and secretary at their first organizational meeting.

If a search committee member becomes a candidate for the vacant position, he/she must withdraw from the search committee and may be replaced.

The following are specific prescriptions for the composition of search committees dealing with different types of vacancies.

### ***For Faculty Positions***

**2:142:6:1**

When a faculty vacancy occurs, the dean of the relevant school/Director of the James White Library shall call the department together to choose a search committee. One member of the search committee must be from another school of the university appointed by the dean of the school where the search committee is to function. If the position involves graduate faculty responsibilities, the school's graduate program director or the graduate dean must be included. Departments should include one (1) student on the search committee. See also policy # [2:225:2](#) regarding search committee organization for departments which employ faculty of other faiths.

### ***For Department Chair***

**2:142:6:2**

When a department chair vacancy occurs, the dean of the school in question shall call the department together in order to choose a search committee. The search committee membership must include at least one (1) member, appointed by the dean, who is a department chair from another department in the same school. One (1) faculty member from another school shall be appointed by the dean of the school in which the search committee is to function. If the position involves graduate faculty responsibilities, the school's graduate program director or the graduate dean must be included. Departments should include one (1) student on the search committee.

### ***For Academic Office Directors***

**2:142:6:3**

When a vacancy occurs for a position of Director of an academic office, such as the James White Library, the Records Office, the General Education Office, etc., the vice president for academic administration shall call a meeting of the relevant faculty and users of the services, to form a search committee. The search committee membership must contain two (2) faculty members representing the constituent schools of the university appointed by the vice president for academic administration. The committee should include one (1) student in the membership of the search committee.

### ***For Officers of Schools***

**2:142:6:4**

#### **a. Dean**

When a dean's position becomes vacant, the vice president for academic administration shall convene the faculty of the school in question in order to appoint a search committee.

The search committee shall consist of five (5) to seven (7) individuals including (a) one person from another school of the university and (b) faculty from the school in question including at least one (1) full professor and one (1) department chair. If the school offers graduate degrees, the search committee must include the Graduate Dean. Schools are also encouraged to include one (1) student.

b. Associate and Assistant Dean

When a vacancy for an associate or assistant dean occurs, the dean of the relevant school shall convene the chairs or program coordinators of the school in question in order to appoint a search committee.

The search committee should include representation from the chairs, senior faculty, and at least one academic professional staff member from outside the school as determined by the job description of the position being filled. The dean should chair of the committee.

***For Officers of the University***

**2:142:6:5**

a. President of the university

When the office of the president becomes vacant the chair of the Andrews University Board of Trustees shall request the Andrews University Board of Trustees to appoint a search committee. The search committee shall include representation from the board of trustees, faculty, staff, alumni, and students. This committee shall give the vice presidents, deans, and faculty an opportunity to offer counsel before a recommendation is made. It renders its report to the Andrews University Board of Trustees in session.

b. Vice President

When a vacancy occurs for a vice president, the president of the university shall appoint a search committee of persons representing the constituents of the university as follows:

<b>Representative(s)</b>	<b>For VPAA</b>	<b>For other VP's</b>
vice president nominated in Cabinet:	1	1
deans nominated in Deans' Council:	3	2
faculty of the university, at least two (2) of whom must be full professors nominated in a meeting of the General Faculty	4	3
staff nominated in a staff assembly:	1	3
Board of Trustee member appointed by the chair of the Board of Trustees:	1	1
students, one (1) recommended by the Undergraduate (AUSA) officers and one (1) recommended by the Graduate (AUGSA) Student Association officers:	2	2
members appointed by the president to represent university interests not otherwise adequately represented:	1	3

The president shall also seek advice from the vice presidents and the deans before making recommendations to the Andrews University Board of Trustees.

- c. Assistant and Associate Vice President, Treasurer and Controller, Director of Human Resources, and the Chief Information Officer.

When a vacancy occurs for an assistant or associate vice president, a treasurer or controller, the chief information officer, or the director of Human Resources, the president or the vice president under whom the vacancy occurs, shall appoint a search committee of persons representing the peers and constituents of the position, and shall serve as chair.

Strong consideration shall be given to the recommendations of the vice president in whose domain the vacancy has occurred, since an assistant or associate vice president works closely with the vice president.

## **General Procedures for Use by Search Committees**

**2:142:7**

1. **Orientation to Search Procedures**  
At the first meeting of the appointed search committee, the Director of Human Resources shall provide an orientation to the policies and procedures relevant to the recruitment and hiring of all university employees. At this meeting, the expected job description and preferred characteristics for the position should be identified.
2. **Protocol**  
Before a prospective employee from another Adventist educational institution or another division within the university is invited for an interview, courtesy requires that the appropriate administrator be contacted for permission. Normally, invitations for positions to be filled for the succeeding school year are not appropriate after May 1.
3. **On-Campus Interviews**  
When on-campus interviews are scheduled with the top candidates for a position, the schedule must include the President, the respective Vice-President, the Graduate Dean (if appropriate), the Director (or designee) of Human Resources, and the proposed co-workers. Prospective faculty should be invited to present a guest lecture or seminar for the department.
4. **Other Information**  
Information on certain matters should be sought in the search interviews: (a) the visa status of the prospective employee; (b) any financial obligations which would be owed to the current employer such as unamortized doctoral support expenses; (c) whether person is vested within the denominational retirement plan.
5. **Consideration for Supervisor Recommendations**  
Inasmuch as a person who will be an assistant or associate to an officer will work closely with that officer, the officer's own recommendations should be strongly considered.
6. **Recommendation of Other Colleagues**  
In selecting an officer of the university, the counsel of other officers (deans, other vice presidents) shall be sought by the vice president under whom the vacancy exists.
7. **Searches for vacant faculty positions in exceptional case departments where non-Adventists may be considered include the following requirements:** (a) the chair of the search committee must be a Seventh-day Adventist; (b) more than half the members of the search committee must be Seventh-day Adventists; (c) the committee must extensively seek and

demonstrate how they have sought qualified Adventist candidates before considering candidates who are not Seventh-day Adventists; and (d) the vote to recommend employment of a non-Seventh-day Adventist must be taken at a meeting attended by all Adventist members of the search committee.

8. Reports on Search Progress

The search committee shall periodically report on its progress to the appropriate faculty, officers, or other concerned individuals.

9. Report to the President

When the search committee has identified the preferred candidate(s), the relevant vice president shall convey the search committee's report to the president, together with the advice of the other officers and his/her own recommendations. The president will authorize Human Resources to issue a letter to the preferred candidate with an offer of employment and to inform the active candidates not chosen that an employment letter has been sent to a candidate other than himself or herself.