

**A RESOLUTION TO AMEND THE *PROCEDURES FOR THE  
IMPLEMENTATION OF THE FACULTY CODE WITH RESPECT TO  
DEAN SEARCHES (12/4)***

**WHEREAS,** Article IX.A. of the *Faculty Code* provides: “The regular, active-status faculty shares with officers of administration the responsibility for effective operation of the departments and schools and the University as a whole. In the exercise of this responsibility, the regular, active-status faculty plays a role in decisions on . . . the appointment of . . . deans”; and,

**WHEREAS,** Part C.2.b) of the *Procedures for the Implementation of the Faculty Code* (“*Code Procedures*”) provides that the University may appoint the dean of a School only after a search committee consisting of tenured faculty members of that School (“Faculty Dean Search Committee”), who have been elected by the regular, active-status faculty of that School, has “considered nominations, and reported its recommendations . . . to the faculty that elected it or to the appropriate academic administrative officer” as provided in the School’s bylaws; and

**WHEREAS,** Resolution 90/9 adopted by the Faculty Senate on December 14, 1990 (copy attached as Exhibit A), approved guidelines that (i) permit representatives of students and alumni to provide recommendations to the Faculty Dean Search Committee and to participate in interviews of decanal candidates, and (ii) permit the Provost to “name an academic administrator . . . to participate as an advisor” to the Faculty Dean Search Committee; and

**WHEREAS,** in recent years representatives of students and alumni, academic administrators and members of the Board of Trustees have been appointed to serve as non-voting members of Dean Search Committees in several Schools; and

**WHEREAS,** the participation of non-voting members on Dean Search Committees is not expressly authorized by the *Code Procedures*; and

**WHEREAS,** the Faculty Senate believes that the *Code Procedures* should be amended to authorize the inclusion of non-voting members on Dean Search Committees and to establish appropriate guidelines for their participation; and

**WHEREAS,** the Faculty Senate believes that the *Code Procedures* should also be amended to permit students, staff, non-tenured faculty members and alumni (with the approval of the Dean Search Committee, after consultation with the Provost) to meet with candidates who have been

selected for final interviews and provide their recommendations to the Faculty Dean Search Committee in accordance with Resolution 90/9; and,

**NOW, THEREFORE, BE IT RESOLVED BY THE FACULTY SENATE OF THE  
GEORGE WASHINGTON UNIVERSITY**

- (1) That Part C.2. of the *Procedures for the Implementation of the Faculty Code* be amended by adding a new paragraph c), which shall read as follows:

“c) The committee of tenured faculty members elected pursuant to the first sentence of paragraph b) above shall be designated as the “Faculty Dean Search Committee,” and those elected tenured faculty members shall be the voting members of the committee organized to conduct a dean search (the “Dean Search Committee”). Non-voting members of the Dean Search Committee may be invited for membership (with the concurrence of the appropriate Faculty, or, if so designated by the Faculty, the Faculty Dean Search Committee) and may include appropriate representatives of interested constituencies, including non-tenured faculty, students and alumni, as well as an academic administrator appointed by the Provost and a University Trustee appointed by the Board of Trustees. After receiving recommendations from the non-voting members of the Dean Search Committee, the Faculty Dean Search Committee shall hold executive sessions to deliberate and vote on (i) criteria for selecting a new dean, (ii) the selection of candidates for preliminary and final interviews, and/or (iii) the selection of nominees to be presented to the faculty or to the appropriate academic administrative officer in accordance with the first sentence of paragraph b). In addition, the Dean Search Committee (after consultation with the Provost) may invite students, staff, non-tenured faculty members and alumni to meet with candidates chosen for final interviews and provide their recommendations to the Dean Search Committee.

- (2) That Part C.2. of the *Procedures for the Implementation of the Faculty Code* be amended by designating existing paragraph c) as paragraph d).

Faculty Senate Committee on Professional Ethics and Academic Freedom

December 20, 2012

Adopted, January 11, 2013

## APPENDIX A

### A RESOLUTION TO ENDORSE GUIDELINES FOR SEARCHES FOR DEANS OF THE GEORGE WASHINGTON UNIVERSITY (90/9)

WHEREAS, The Faculty Senate Committee on Administrative Matters as They Affect the Faculty has reviewed the process for searches for Deans and has developed general guidelines; NOW, THEREFORE

BE IT RESOLVED BY THE FACULTY SENATE OF THE GEORGE WASHINGTON UNIVERSITY:

That the attached Guidelines are endorsed for use by Dean Search Committees.

Committee on Administrative Matters as They Affect the Faculty  
November 11, 1990

Adopted December 14, 1990

## SEARCHES FOR DEANS OF THE GEORGE WASHINGTON UNIVERSITY

### Preamble

In an effort to improve the search process for Deans and to promote cooperation and coordination within the University community in this matter, the Faculty Senate Committee on Administrative Matters as They Affect the Faculty recommends the adoption of the following guidelines. These guidelines serve to expand on the procedures stipulated in the Faculty Code.

### Background

Based on discussions with various parties involved in recent dean searches, several issues have surfaced which support the adoption of Guidelines for Dean searches. The following list highlights the key points:

Deans play a critical role in relation to university administration, faculty, students, and alumni. Therefore the dean search process should encompass participation of these four groups.

Dean searches are not conducted frequently in any given school or college. As a result these units are unable to develop procedures to facilitate efficient operation of the process.

It is important for faculty search committees to understand what is expected of Deans in our University.

Expeditious processing and review of applications is critical to assure that potentially qualified candidates are not lost from the applicant pool because of earlier job offers from other institutions.

Use of an executive search firm can be useful in developing a large pool of qualified applicants.

Given the large number of persons involved in the dean search process, confidentiality of information about candidates for these positions is critical.

### Recommendation

The Committee on Administrative Matters as They Affect the Faculty hereby recommends the adoption of the following Guidelines:

GUIDELINES FOR SEARCHES FOR DEANS OF  
THE GEORGE WASHINGTON UNIVERSITY

All schools and colleges are requested to develop a mechanism for the selection of a committee of students which will play a formal supporting role to the elected faculty search committee. This student committee would have the opportunity to participate in interviews of candidates, reporting their recommendations to the faculty search committee. The identity and mandate of the student committee would be made known to all students in the unit.

All schools and colleges are requested to develop a mechanism for the selection of a committee of alumni which will play a formal supporting role to the elected faculty search committee. This alumni committee would have the opportunity to participate in interviews of candidates, reporting their recommendations to the faculty search committee. The identity and mandate of this alumni committee would be made known to the alumni in the unit.

At the time that faculty search committees are elected by any school or college following the bylaws of that unit, the Vice President for Academic Affairs may name an academic administrator from outside that school or college to participate as an advisor to the committee with regard to the definition of selection criteria, screening of resumes, interviewing of candidates, and other functions of the committee.

Support services for Dean searches will be provided by the office of the Assistant to the Board of Trustees. This office will provide staff assistance for scheduling campus visits for interviews and other administrative services required by the search process. This office will also facilitate the utilization of an executive search firm, should the faculty committee choose to contract for such services.

The Chair of the Dean Search Committee should report at least monthly to the respective faculty and to the Vice President for Academic Affairs on the status of the search.

Each faculty search committee should develop procedures to assure confidentiality of information about candidates for dean positions.