

**Faculty Senate Meeting**  
**Policy & Procedures: Administrator Hiring**  
**Texas Tech University**  
**November 14, 2012**

**Current Policies**

- Institutional policies have traditionally focused on faculty, rather than administrative appointments
- OP 32.16, Faculty Recruitment Procedure [& Search Chair Orientation]: Decentralizing search efforts; little or no guidance on composition of search committees
- OP 32.03, Academic Deans, Associate or Assistant Deans, and Department Chairpersons: Appointment akin to awarding of tenure on appointment as Associate Professor or Professor.
- Traditional procedure for Interim Dean (absence of Dean for more than three months) appointment by Provost and Senior Vice President (PSVP): polling of executive leadership and tenured faculty; interview by PSVP of up to three candidates; selection communicated to President; Chancellor informs Board of Regents (BOR); PSVP informs community in academic unit.
- Associate and Assistant Deans: purview of Deans.
- Chairpersons (departments or areas): appointed by the PSVP for three-year terms with recommendation of Deans.
- OP 32.01 (Promotion & Tenure Standards & Procedures) and OP 32.17 (Faculty Appointments & Titles) standards and practices with no delineated practices for search committees or procedures for running searches.

**Current Practices (Deans & Vice Provosts)**

- Formation of Search Committees: PSVP recommends committee chair and members (total <20) to President and Chancellor with composition as follows: Chair (generally a dean from outside the collegiate unit), faculty or chairs outside of college (two-three), faculty and chairs from within the unit, staff members (esp. from development unit), faculty members (all ranks), students (typically an undergraduate and graduate students), EEOC representative, and external constituents (generally five).
- Once approved, first meeting with PSVP to receive charge
- Search firm involvement
- Position statement
- Search
- Off-campus interviews
- On-campus interviews
- Unranked recommendations
- Selection: PSVP and President
- Negotiation; due diligence; background checks
- Appointment

