

McNeese State University
POLICY AND PROCEDURE FOR APPOINTING HIRING COMMITTEES
FOR POSITION OF DEAN OR VICE PRESIDENT
(approved 7.2.01; revised 6.12.06)

Reference: http://www.uls.state.la.us/site100-01/1001055/docs/ppm_natl_searches_for_pos_of_dean_or_higher.pdf

An important component of the McNeese State University Hiring Plan is the appointment of the committee which is charged with making recommendations for selection of an administrator. The procedure outlined in this policy pertains to the appointment of committees responsible for selecting or recommending persons for dean or Vice President. The immediate supervisor of the position being filled holds the ultimate responsibility to determine hiring committee membership and to uphold the University's commitment to diversity as outlined in the Hiring Plan.

Committee membership should represent the diversity commitment of the university and should consist of persons who have a general knowledge of the requirements for success in the position being filled. Faculty and staff participate in MSU Hiring Plan training.

A five-person committee shall consist of one student member selected by the supervisor from a list recommended by the SGA president, one faculty member selected by department heads if filling a dean position or non-academic Vice President position, or one faculty member or administrator selected by deans for the academic Vice President position, and three members selected directly by the supervisor. Selection shall occur as follows:

1. The student member shall be selected from up to three recommendations submitted by the SGA President to the position supervisor. These students must be full-time undergraduate students seeking a degree in a discipline in the college for which the dean is being selected. Full-time graduate students should be recommended for a committee selecting the graduate dean. Either full-time undergraduate or graduate students may be recommended for a committee selecting Vice Presidential candidates.
2. One faculty member (or nonclassified employee) shall be selected by the department heads of the college for which the dean's position is being filled or selected by deans if the academic Vice President's position is being filled or selected by appropriate department heads if a Vice President position other than academic affairs is being filled.
3. Three members shall be selected directly by the supervisor. These members should consist of personnel who have general knowledge of the position being filled and whose job functions are related to those of the position being filled.

A seven-member committee shall consist of one student member selected by the supervisor from recommendations by the SGA, two members selected by the department heads or deans, and four members selected directly by the supervisor. A nine-member committee shall consist of one student member selected by the supervisor from recommendations by the SGA, three members selected by the department heads or deans, and five members selected directly by the supervisor.