

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 #

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

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:

Representative(s)	For VPAA	For other VP's
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.

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.