

PROCEDURES FOR FACULTY INVOLVEMENT IN REVIEWS OF AND SEARCHES FOR THE PROVOST

[jointly approved by President Seligman and the Senate Executive Committee, January 2018]

This policy applies to reviews of and searches for the Provost.

The selection of faculty members for search and review committees should be the result of a productive collaboration between the university faculty and administrators.

Selection of faculty members for Provost searches

To provide a slate of possible faculty members to serve on a provost search committee, the Faculty Senate Executive Committee will identify nominations for faculty representatives to the search committee; the number shall be determined in collaboration with the President. At least fifty percent of the faculty representation on such committees shall consist of faculty members from this slate of nominees.

Selection of faculty members for review of the Provost

The Faculty Senate Executive Committee will solicit nominations for a Faculty Review Committee to comprise at least four members. The president may add additional faculty members, such that more than fifty percent of faculty representation on the review committee will be nominated by the Faculty Senate Executive Committee.

Procedures for review of the Provost

Reviews of the Provost will be conducted by the President in consultation with faculty appointed to the review committee. The final decision rests with the President. The faculty review provides a valuable source of information to help formulate the President's decision.

The Faculty Review of the Provost

1. The faculty review process will be triggered by President to the Senate Executive Committee. This announcement should describe the review process and the role of the Faculty Review Committee.
2. The Faculty Review Committee is charged to gather information for a review rather than to make a recommendation about the reappointment. Once elected, the Faculty Review Committee should meet with the President to be charged and to ask questions about the process. The Faculty Review Committee should be provided with information necessary to evaluate the Provost's performance, such as sections of the Provost's report (mentioned below) and previous reports, strategic planning documents, and data about achievements during the Provost's tenure. The committee will conduct a confidential review that focuses on faculty opinion of the performance of the Provost. The Faculty committee may also report on input from students or staff if such input is brought to the attention of the committee.
3. The Faculty Review Committee should conduct interviews with a widely representative set of faculty members. In some instances, only a sample will be necessary to have confidence that an effective representation of faculty opinion has been made. If sampling is used, the President and the Faculty Review Committee should meet after the

- preliminary set of interviews to decide if a more in-depth survey of faculty is necessary.
4. The Faculty Review Committee will prepare a confidential report outlining its findings that will be shared with the President. It will also prepare a report to the Senate Executive Committee and a report for the faculty. The reports should summarize the review process, including the charge to the review committee, and the data gathered as input to the review.

The President's Review of the Provost

1. The President will request from the Provost a report summarizing her or his accomplishments over the past four years and establishing goals for the next five years. Some parts of this report as well as prior reports will be available for use by the Faculty Review Committee.
2. The Provost may include data about the university, excluding the Medical Center, such as student body size and quality, faculty hiring and retention patterns, financial performance, reputation and development, and compare these data with data from peer schools, and with similar data, as available, from the beginning of the Provost's current term.
3. The President will invite faculty members to submit confidential written (email or paper) input.
4. The President may interview senior administrators, deans, department chairs, faculty members, students, staff, members of advisory committees or councils (when appropriate), and others to assure that all relevant views have been heard.
5. Based on her or his review and the faculty review, the President will prepare a report that serves as a basis for a recommendation to the Board of Trustees for its approval. The President will summarize the results of the review for a report to the Provost, preserving the anonymity of all respondents. The President will also prepare a report to the faculty members of the Senate Executive Committee that summarizes the review process, including the charge to the review committee, the amount and nature of the data gathered, and the final decision.