

**SPECIAL REPORT**

of the

**RULES COMMITTEE**

concerning

**SEARCH AND APPOINTMENT PROCEDURES FOR  
DEANS, ACADEMIC DEPARTMENT CHAIRS AND HEADS,  
AND ACADEMIC PROGRAM DIRECTORS**

*(Amended at the 691<sup>st</sup> Regular Meeting of the Faculty Senate on February 4, 2010.)*

Presented at the  
446<sup>th</sup> Regular Meeting of the Faculty Senate  
February 15, 1990

**Committee Membership**

Jeremiah Allen  
Martha Olney  
Maria Tymoczko, Chair  
Frank Hugus  
Paul Shuldiner  
Haluk Darin  
Arthur Kinney

## **I. INTRODUCTION**

Over the past year or so, issues have arisen about the appointment and particularly reappointment of interim deans. (Currently, three deanships are held on an interim basis.) To settle these issues and develop a consistent and mutually acceptable policy, representatives of the Rules Committee (Ernest May, John McCarthy, and Robert Wilson) entered into negotiations with administration representatives Susan Pearson and John Cunningham. This document is the result of those negotiations.

The recommended changes reflect an imperative that all parties agree on: it is in everyone's best interests that interim appointments be used as sparingly as possible and that they be as brief as possible. The changes also are an attempt to compromise on goals that are not always in perfect agreement: maximize faculty participation in the process of choosing or reappointing interim deans and department chairs; and maximize administrators' ability to make choices that seem best to them.

## **II. RECOMMENDATION**

Amend Sen. Doc. No. 90-029C as follows:

### **13. APPOINTMENT OF INTERIM ADMINISTRATORS AT THE UNIVERSITY OF MASSACHUSETTS/AMHERST**

- a. Should a vacancy necessitate the appointment of an Interim Dean or Head/Chair, the appointing authority shall make such an appointment, in the case of a Dean, after consultation with the College Personnel Committee and the Chairs/Heads of the College Departments, and in the case of the Chair/Head, after consultation with the departmental personnel committee.**
- b. The normal term of appointment for an Interim Administrator should not exceed one year.**
- c. If a search for a permanent Dean is conducted in a timely fashion but does not result in a permanent appointment by the end of one year, the administration may reappoint the Interim Dean for a second year, or may appoint a new Interim Dean for a year, following the procedure described in (a) above.**
- d. If a search for a permanent Dean is not initiated in time for the permanent appointment to take effect by the end of one year, the administration shall provide the Senate and the school/college faculty with a written explanation for the delay and, after good faith consultation with the School/College Personnel Committee and the Heads/Chairs of the School/College Departments, may reappoint the Interim Dean for a second year or appoint a new Interim Dean for a year.**
- e. If a search for a permanent Dean has not been successfully concluded in time for the permanent appointment to take effect by the end of the second year of appointment of an Interim Dean, the following procedure for identifying an Interim Dean for the third year shall be followed:**
  - i. The School or College shall form an Ad Hoc Search Committee consisting of the Chairs of the Department Personnel Committees and the Chair of the School/College Personnel Committee. The Chair of the School/College Personnel Committee shall chair the Ad Hoc Search Committee. If a School or College has no departmental structure, the School/College Personnel Committee will serve as the Ad Hoc Search Committee.**

- ii. This Ad Hoc Search Committee shall solicit nominations (including self-nominations) of candidates from among the tenure-system faculty in the School or College.
- iii. After consultation with the department Heads and Chairs, the Ad Hoc Search Committee shall forward to the Provost an unranked list of recommended candidates selected from among the nominees. Normally, this list should contain no fewer than three names.
- iv. The Provost shall appoint an Interim Dean from this list or, if none of the recommended candidates is acceptable to the Provost, shall request alternative candidates from the Ad Hoc Search Committee. If the Provost and the Ad Hoc Search Committee cannot reach agreement on the selection of an Interim Dean, the Chancellor shall attempt to assist the Provost and the Ad Hoc Search Committee in reaching agreement. If the Chancellor cannot effect an agreement, the Chancellor shall consult with the Rules Committee of the Senate about an appropriate procedure.
- v. Such an appointment of an Interim Dean for a third year shall be for no longer than one year and shall be renewable only by following the process described in section e.
- f. If a search for a permanent Head/Chair is conducted in a timely fashion but does not result in a permanent appointment by the end of one year, the administration may reappoint the Interim Head/Chair for a second year, or may appoint a new Interim Head/Chair for a year, following the procedure described in (a) above.
- g. If a search for a permanent department Head/Chair is not initiated in time for the permanent appointment to take effect by the end of one year, the administration shall provide the Senate and department faculty with a written explanation for the delay and, after good faith consultation with the Department Personnel Committee, may reappoint the Interim Head/Chair for a second year or appoint a new Interim Head/Chair for a year.
- h. If a search for a permanent Head/Chair has not been successfully concluded in time for the permanent appointment to take effect by the end of the second year of appointment of an Interim Head/Chair, the following procedure for identifying an Interim Head/Chair for the third year shall be followed:
  - i. The department shall form an Ad Hoc Search Committee consisting of the members of the Department Personnel Committee. The Chair of the Department Personnel Committee shall chair the Ad Hoc Search Committee.
  - ii. The Ad Hoc Search Committee shall solicit nominations (including self-nominations) of candidates from among the tenure-system faculty in the department.
  - iii. After consultation with the department faculty, the Ad Hoc Search Committee shall forward to the dean an unranked list of recommended candidates selected from among the nominees. Normally, this list should contain no fewer than three names.
  - iv. The Dean shall appoint an Interim Head/Chair from this list or, if none of the recommended candidates is acceptable to the Dean, shall request alternative candidates from the Ad Hoc Search Committee. If the Dean and the Ad Hoc Search Committee cannot reach agreement on the selection of an Interim Head/Chair, the Provost shall attempt to

**assist the Dean and the Ad Hoc Search Committee in reaching agreement. If the Provost cannot effect an agreement, the Provost shall consult with the Rules Committee of the Senate about an appropriate procedure.**

- v. The appointment of an Interim Head/Chair for a third year shall be for no longer than one year and shall be renewable only by following the process described in section g.**

**MOVED:  
17-90 That the Faculty Senate approve the Rules Committee's Report concerning Search and Appointment Procedures for Deans, Academic Department Heads and Chairs, and Academic Program Directors, as set forth in Sen. Doc. No. 90-029C and recommend that the Trustees accept the provisions of Sen. Doc. No. 90-029C.**