B. Policies and Guidelines for Selecting Deans

The President of The University of Alabama, acting through authority granted by the Board of Trustees, appoints deans. The process of searching for and appointing a dean will conform to the Affirmative Action Plan of the University and all prevailing federal and state regulatory requirements. In addition, appointments will be made only after considering (1) the evaluations and advice of the faculty of the academic division and (2) the advice of a search committee, as described below:

1. When a vacancy occurs, the President or a designated representative shall meet with the divisional faculty before deciding on the nature of the search and the size and composition of a representative search committee. Faculty members elected from the academic division will constitute a majority of the search committee; secret ballot election by the divisional faculty, either acting as a whole or by departments according to procedures approved by the divisional faculty, shall govern the elected faculty membership on the search committee. Other members of the search committee will be appointed by the President. Usually, the President will appoint a staff member from the Office for Academic Affairs to serve as a non-voting member on the search committee and to provide liaison and logistical support. Giving due regard to advice and concerns expressed by the faculty, the President will designate one of the elected faculty members to chair the search committee.

2. The search committee, working in cooperation with the President and the Office for Academic Affairs and with appropriate participation from constituent groups, shall establish selection criteria, announce and advertise the position in a manner appropriate to the nature of the search, and coordinate the review and evaluation of candidates for the position. Throughout the search process, the committee shall solicit, encourage, and provide for faculty participation and the participation of other constituent groups. Faculty members should have ample opportunity to review the credentials of qualified candidates, except that the search committee may protect the identity of candidates who request confidentiality during the initial screening process. On the basis of faculty evaluations and its own judgment, the search committee will reduce the list of candidates to those deemed to be best qualified for the position. The committee and the President will select those to be interviewed from this reduced list. Interviews scheduled should allow for discussions with the President, the Provost/Vice President for Academic Affairs, deans, chairpersons, search committee members, faculty, and, where appropriate to the nature of the search, with students, alumni, and others. Following these interviews, and other information gathering procedures appropriate to the nature of the search, every reasonable effort should be made to obtain the views of the divisional faculty and appropriately interested constituent groups. The advice of the divisional faculty may be determined by individual written evaluations, by an expression of faculty sentiment at a called faculty meeting, or by such other means as the search committee may consider appropriate. General support of the divisional faculty normally will be
necessary for further consideration of a candidate.

3. The search committee shall submit to the President, through the Provost/Vice President for Academic Affairs, a summary of evaluations and advice received from the divisional faculty on each person interviewed and its own advice. In the event the President does not secure the appointment of a dean from the list of those candidates who have general faculty support, the search process normally shall be continued until a dean acceptable to the President and the faculty is successfully recruited. Except in extraordinary circumstances, the President shall select a dean from those candidates who have general faculty support. If it should become necessary to reopen the search, the President and the search committee may confer to establish further direction; if it appears desirable, a new search committee may be formed.

4. The President will make interim or acting appointments when necessary; such appointments will be made only after considering any advice and concerns stated by the faculty. The President, as soon as is practicable, will organize a formal search to replace the interim or acting dean. Interim or acting appointees who have served for more than one year shall be subject to review and the faculty’s advice as to continuation upon a written petition therefore to the Provost/Vice President for Academic Affairs by at least 25 percent of the total divisional faculty or upon a vote of one-third or more of the total divisional faculty.

C. Policies and Guidelines for Leadership Evaluation of Deans

It is the policy of The University of Alabama that faculty members in each academic division shall have a yearly opportunity to provide feedback on the leadership of their division, normally a dean. This faculty feedback shall be an important component of the yearly evaluation of the divisional leadership by the President and Provost/Vice President for Academic Affairs. A leadership evaluation shall be scheduled in each academic division at least once every five years except that the Provost/Vice President for Academic Affairs may vary the schedule by as much as one year if a change in the leadership of a division occurs or is anticipated or if other circumstances arise in which it becomes desirable to do so.

D. Divisional Leadership Evaluations

Evaluation by Faculty

The following policies and guidelines for obtaining the divisional faculty’s advice on the division’s leadership are to be employed:

1. Every year, an electronic survey will be distributed to faculty of the division providing them the opportunity to give feedback on their divisional leadership. The survey instrument will consist of a series of questions in which participating faculty will assign a score and will be given an opportunity for discursive comments. The discursive comments allow faculty to state any reasons they have for believing that the divisional leadership has or has not helped the college or division make progress in meeting its mission and goals. The comments will be anonymous and will not be edited. The President and/or Provost/Vice President for Academic Affairs and divisional leadership will receive the results of the electronic survey.

2. In the fifth year the electronic survey will contain the statement: I recommend to the Provost to continue the current administrative leadership of the College. Yes or no will be solicited as the response.

3. The electronic survey will be developed and reviewed at least once every five years by the Faculty Participation in the Selection of Deans and Department Chairpersons and in the Evaluation of Academic Programs Committee, with input from the Faculty Senate and the Council of Deans. The President and/or Provost/Vice President for Academic Affairs will approve the final form of the