

Administrator Hiring Resolution

For discussion, March 6, 2012

Hiring Permanent Positions above the Level of Department Chair/Head

1. A national search should be conducted utilizing a search committee with administrative, faculty, and staff composition as appropriate for the position under consideration.
2. Internal candidates from Auburn University are encouraged to apply for open positions, but must interview on a competitive basis with all external candidates.
3. A candidate search shall be completed within 12 months of its initiation. If necessary, an interim or termed appointment can be made to temporarily fill the position while the search is conducted.
4. If an individual has served as interim for this position for more than 12 months prior to the search, this individual should resign prior to seeking the permanent position.

Hiring Interim Positions above the Level of Department Chair/Head

1. When necessary, an interim can be hired to fill positions prior to a national search.
2. Interim appointments should involve a local search process, and a search committee to review applicants and make a rapid recommendation.
3. The typical term for an interim is twelve months or less. Under extenuating circumstances, the term may be extended.

Hiring Department Chairs/Heads

1. Colleges and School faculty are encouraged to vote on a policy as to whether departments should be led by chair or head positions.
2. If there is no college/school policy departmental faculty should vote on whether the department should be led by a chair or a head.
3. The term of the chair/head should be determined by either the college/school or the department.
4. For those departments hiring department heads, a national search will be conducted. A national search should be conducted utilizing a search committee with faculty and staff composition. The search committee will make a recommendation to the dean, who will make the final decision.
5. For departments hiring department chairs, either an external or an internal search will be conducted. In either an internal or external search, a search committee will be formed to review applications and make a recommendation to the dean. The Dean makes the final decision.
6. For interim department chairs/heads, a local search process should be conducted to review the internal applicants.

Hiring Administrators at All Levels

1. Hiring should include a local search committee for any administrative hiring.
2. Faculty in the department (for department/head search), college/school (for dean and Associate Dean searches) and university (for higher Administration searches) should be allowed to provide feedback on the final candidates for the position. Faculty should also be encouraged to nominate candidates for all positions.
3. Deviation from the above guidelines by the appropriate authority shall be made with notification of and input from the affected faculty and/or search committee. When appropriate, Senate leadership should also be informed of such deviations.