Proposed policy for Recruitment, Selection and Review of the IUPUI School of Education Executive Associate Dean (Drafted January 2015, Revised October 2015)

Rationale

In the fall of 2014, Executive Associate Dean Pat Rogan announced that she would be stepping down from the EAD role at the end of the year. Dean Gerardo Gonzalez has also announced his impending retirement from the Deanship. These announcements come at a time when the School of Education is in the midst of significant turmoil. At the school level, the faculty are surfacing and addressing issues around racial climate. At a broader level, the school is engaging in a self-assessment, at least in part to inform the system-wide review of schools of education by President McRobbie's Blue Ribbon Review Committee. Consequently, the IUPUI Faculty and Budgetary Affairs Committee is seeking to develop and strengthen processes for recruitment, selection, and review of the IUPUI School of Education EAD as well as faculty governance processes broadly.

We, the faculty in the IUPUI School of Education, believe that this is a pivotal moment for the school. Consistent with university goals and the IUPUI SOE's efforts to address complex issues of policy, procedure and climate, we are committed to seeking out candidates who are committed to the university's goal of inclusiveness and who have a demonstrated history of working effectively with persons of all races, genders, ethnicities, nationalities, sexual orientations, abilities, and religions. Toward that end, we believe recruitment and selection procedures should be strengthened to ensure appointment of an EAD who will join with faculty to meet the challenges facing the school.

To enhance recruitment and selection, we call for a more robust faculty role than has been typical in the selection and review of the next EAD (interim and regularly appointed) for the IUPUI School of Education as outlined below. First, we propose that the search and screen process proceed as described in the IUPUI Supplement to the Academic Handbook (pp. 65-66) and in the Search and Screen Procedures provided through the IUPUI Office of Equal Opportunity (http://www.iupui.edu/~oeo/procedures/). Next, we call for appointment of the search and screen committee in consultation with the IUPUI Faculty and Budgetary Affairs Committee. Finally, we propose that the terms and review procedures for the role be articulated in advance for both interim and regular appointees. Importantly, we note that the proposed policy is consistent with President McRobbie's 2008 directive regarding core campus schools to clarify the appointment process for the Non-Dean Resident Associate Dean (NDR-AD).

Search and Screen Committee

According to IUPUI search and screen procedures, "[t]he appropriate administrator or authorized hiring official appoints a search and screen committee to review and evaluate applicant materials" (p. 9). Consistent with OEO guidance, the search and screen committee composition should "reflect the broad interests of the unit, as well as gender and ethnic diversity" (p. 9). Due to the unique core campus relationship along with the specific context and

needs of the IUPUI SOE, we request that the Dean and/or his designee appoint the search and screen committee in consultation with the IUPUI SOE Faculty and Budgetary Affairs Committee, the committee concerned with faculty affairs including search and screen.[1]

For selection of the EAD, the committee will follow regular search and screen procedures as noted above. For the search and screen of an interim EAD, the committee would deviate from the specified process only as it relates to advertisement and recruitment for a national search. Instead, the committee would focus on recruitment of qualified candidates from within the University system.

The term of EAD appointment must be stipulated at the time of appointment. We recommend this term be five years. Further, we propose reappointment of an EAD occurs in consultation with a faculty committee appointed by the Dean in consultation with IUPUI SOE FABA. An interim EAD would be appointed for a term of not more than one year, with reappointment occurring in consultation with a faculty committee as above.

The university specifies a review of administrators in the IUPUI Supplement to the Indiana University *Academic Handbook* (*Approved May 4, 2010; Updated Yearly and Archived on July 1, 2014,* pp. 49-53). To augment this review, we recommend that the EAD undergo a formative assessment by a faculty committee appointed as noted above after the second year of service.

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[1] Given its responsibilities, IUPUI SOE FABA should reflect the broad interests of the faculty, as well as gender and ethnic diversity. To ensure that this occurs, Policy Council should review appointment procedures given problems with the appointment process to IUPUI SOE FABA in Spring 2014.

Appendix

The following is excerpted from the IUPUI Supplement to the Indiana University *Academic Handbook Approved May 4, 2010; Updated Yearly and Archived on July 1, 2014, pp. 65-6*.

## Associate Dean

The duties of an academic appointee as associate dean may be part-time, and the title can be used only in conjunction with a full-time academic appointment. This is a title used within a School or other academic unit, which is the "appointing unit." It is not itself a classification.

This position is associated with oversight for administrative work such as teaching, research, civic engagement, student services, financial management, development and so forth. Specific duties are identified for each area of responsibility, such as Associate Dean for Research, for Undergraduate Studies, for Academic Affairs, for Financial Affairs, for External Affairs, for Development, for Technology Services, for Clinical Programs, for Civic Engagement, and so forth.

**Classification:** In general, the appointment may be a full time academic appointee as lecturer, professor (any rank), clinical professor (any rank), research professor (any rank), or academic specialist or may be a mix of academic and faculty appointment, such as an academic specialist with a part-time co-appointment as a lecturer or assistant or associate professor. In such cases, the Associate Dean status may be indicated by an additional title only.

In the special case of an Associate Dean for Academic Affairs, the rank of tenured associate or full professor is required. Academic Affairs includes full or partial responsibility for academic appointments, promotion, tenure, or annual review of other academic appointees, new course or degree approval, program review, or other functions that directly impact the academic mission of the unit.

**Qualifications:** A tenured faculty appointment is required for an Associate Dean for Academic Affairs (or other Associate Dean position with responsibility for academic affairs as defined above). The master's degree is the minimum academic credential for all associate dean titles. Other requirements appropriate to the particular responsibilities of the Associate Dean may be added by the school.

**Appointment Procedures:** Associate Deans may be recruited from within the school or external to IUPUI. In either case, normal academic search procedures must be followed, and a recommendation to offer appointment must be approved by the Dean of the Faculties.

**Term:** The term of an Associate Dean appointment will be stipulated at the time the appointment is made, but the title may be discontinued at any time at the discretion of the appointing officer. Non-reappointment or termination of appointment is made in accord with the policies applicable to the academic appointment. In each instance, the notice requirements will be observed as stipulated for each academic classification. Tenured faculty may have the administrative title reviewed at the discretion of the appointing officer but may be terminated from the faculty appointment only in accord with applicable policies.

**Responsibilities, Rights and Privileges:** Appointment as Associate Dean will not alter, increase or diminish the responsibilities, rights and privileges already inherent in being an academic employee of IUPUI and Indiana University. The title of associate dean is awarded by the appointing officer after approval by the Dean of the Faculties and may be removed by the appointing officer by the same process at any time without affecting the right to notice or a grievance procedure as appropriate to the academic appointment.

The following is the existing job description for the IUPUI SOE EAD.

## Executive Associate Dean, School of Education IUPUI

The Executive Associate Dean (EAD) reports to the Dean and serves as chief academic and budgetary affairs officer for the School of Education on the IUPUI campus. This person serves as the leader of the School of Education in Indianapolis, including being the point person for campus administration, students, alumni, and the professional educational community in the Indianapolis area.

**Primary Responsibilities**

In collaboration with the Dean of Education, the associate/assistant deans, the chairs and appropriate faculty policy committees, the Executive Associate Dean:

- Plans and sets academic and budgetary priorities
- Manages the IUPUI promotion and tenure process
- Manages the annual merit reviews for faculty and professional staff
- Oversees the faculty searches and negotiates with candidates
- Provides oversight of data-based systems to manage school operations and reporting responsibilities
- Coordinates physical plant planning and space management
- Promotes community relations and partnerships
- Oversees the IUPUC Division of Education
- Plans and supports fundraising and development activities
- Oversees alumni and emeritus faculty relations
- Provides leadership and collaborates with faculty and staff to create an affirming and healthy school climate
- Represents the School of Education at IUPUI at national, state, local, and campus meetings and events.

**Supervisory Responsibilities**

- Fiscal Officer
- Development Officer, SOE at IUPUI
- Director of Technology Services
- IUPUI Center Directors
- Associate/Assistant Deans
- Chairs

**School of Education Committees**

- Dean's Cabinet and Associate Dean Committee
- IUPUI Faculty and Budgetary Affairs Committee (ex-officio)
- IUPUI Committee on Teacher Education (ex-officio)
- SOE Policy Council Agenda Committee & Policy Council (ex-officio)

The EAD also serves as the School's representative to the IUPUI central administration and a point of contact with Bloomington offices on academic program matters, organizational and governance issues, joint research and development activities, and other areas as needed.