

Associate Dean and Chair Hiring

There are two key elements for identifying and hiring administrators within schools:

- The search/selection
- The offer letter

During COVID-hiring freeze, check with OAA before creating any new position.

There are several advantages to having an explicit “search” process, whatever level of formality involved.

The minimum for all:

- A position description, with main duties as well as the percent of time for the position / relation to other duties.
- Notification to faculty in the unit of the opportunity.
- For associate deans, approval by Kathy Johnson.
- For chairs and directors, a copy of the appointment letter sent to OAA.

The maximum:

- External, national search advertisement
- Formal search committee
- Interview schedule which includes meeting with constituencies

What these steps allow:

- Fair notice of an opportunity to all faculty.
- Education for faculty about what is involved in a position. Even if a person is not yet ready, they can see what leadership roles entail.
- The chance for the candidates to articulate their ideas about a position.
- The chance for constituents to talk with candidates about their needs and ideas.

EVEN IF there is a clear and unanimous internal candidate, all of these *other* aspects are valuable for that person’s success and for modelling leadership for all faculty.

Please see, Template for Admin Post Offer Letter, for wording

Because of administrative differences, the following does not apply to the School of Medicine: only ‘executive associate deans’ appointments need to have campus approval. Chairs are appointed after national searches and are approved as part of that process.

Position	Search requirement	Approval
Dean	Full executive search process, managed by the Chancellor’s office; participation by the unit and by faculty council. May or may not use PeopleAdmin	Exec Vice Chancellor, Chancellor, President of IU
Associate Dean	Use PeopleAdmin; provide position description. Need not use vacancy, interview, or offer edocs. Must submit offer letter for approval.	Executive Vice Chancellor
Assistant Dean	<i>If staff, follow staff recruitment process</i> If faculty: Notice to faculty of the opening.	<i>If faculty, copy of letter to OAA</i>

	<i>Can be tenure-track or clinical</i>	
Chair	Notice to faculty of the opening <i>Only tenure-track faculty can be chairs</i>	<i>copy of letter to OAA</i>
Director	Notice to faculty of the opening <i>NTT faculty can be directors</i>	<i>copy of letter to OAA</i>

IUPUI Faculty Guide:

“To assure equal access to potential advancement opportunities, major administrators shall inform all faculty in the appropriate unit of openings for associate dean, assistant dean, director and department chair positions to be filled internally (thus not subject to regular search and screen procedures). Before making these internal appointments, administrators shall solicit nominations and advice from their unit’s representative faculty body or its elected officers, or a search committee formed in consultation with faculty governance leadership.” P. 24

“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 executive vice chancellor.” P. 37

Assistant Dean: Classification

“The Assistant Dean position may be posted as either an academic position or a professional administrative position (PA). If it is posted as a PA position, it must be at the rank of PA14 or higher. If it is an academic appointment, the appointee must qualify for an academic classification. In the instance of academic appointments, the appointee must have a full-time appointment in an academic classification; duties as Assistant Dean may be part-time in combination with other academic responsibilities.

“Qualifications If position is to be PA, then consultation with Human Resources must be held in order to create the position at the appropriate level (PA14 or higher [sic]). If position is to be academic, the expected academic credential associated with the position is minimally a master’s degree. (If the academic specialist classification is used for the position, a master’s degree is required.) However, in some cases, exceptions will be made for candidates holding only a baccalaureate, based on the duties of the position and relevant past experience of the candidate; in these instances, the appointment will be as a PA.

“Appointment Procedures

“Assistant deans may be recruited from within the school, or external to IUPUI. In either case, if the appointment is to be academic, normal academic search procedures must be followed, and the recommendation to offer must be approved by the executive vice chancellor. If the position is to be a professional administrative staff appointment, the appointing unit must follow the guidelines set by Human Resources and also submit the proposed candidate’s documentation to the executive vice chancellor for approval.”