

SOUTHERN ILLINOIS UNIVERSITY EDWARDSVILLE

Interoffice Communication

Office of the Provost and Vice Chancellor
for Academic Affairs

DATE

To: Search Committee Members and Equity Advisor

From: P. Denise Cobb, Ph.D.
Provost and Vice Chancellor for Academic Affairs

Subject: Charge and Guidelines for the School of Dental Medicine Dean Search Advisory Committee

Based upon recommendations from the appropriate constituency groups, I am very pleased that you are prepared to serve on the Search Advisory Committee for selection of the Dean of the School of Dental Medicine. On behalf of the Chancellor, I want to express my sincere appreciation for your willingness to serve in this vital capacity.

I am seeking your input, as the Search Advisory Committee, to assist in identifying an excellent and diverse pool of candidates leading to the selection of the best individual to lead the School of Dental Medicine. Without intentional effort and commitment, we will not achieve a broadly diverse, excellent candidate pool. I believe this commitment is absolutely necessary, and I strongly encourage you to develop strategies and commit to this goal. The role of the Search Advisory Committee will be to: (1) coordinate a national search with Human Resources including development of a job description, effective recruitment plan and a position advertisement, (2) develop and apply the criteria by which all candidates will be fairly evaluated, (3) review of all candidates, culminating in the recommendation of three finalists for campus interviews, (4) coordinate and participate in campus interviews, and (5) provide to the Provost a summary of the strengths and weaknesses of each finalist based upon sufficient feedback from the major constituencies of the School. This information will serve as a major factor in the hiring recommendation to the Chancellor.

Your charge is as follows:

Your search procedure for the Dean of the School of Dental Medicine should conform to the SIUE Procedures for Dean Selection, Policy 2B1 (attached). You shall develop your own procedures and submit them to me for approval. At minimum those procedures should include:

1. Select a School of Dental Medicine faculty member to serve as Committee Chair.
2. Establish a meeting schedule for the committee and create a search timeline.
3. Develop a written position description that should be agreed upon by both the Committee and myself.
4. Develop an advertisement based on the Dean's job description. Minimally, I ask that the job description emphasize the following:
 - a. Based on feedback from the stakeholders, the successful candidate should be able to ensure the ongoing vitality of the School of Dental Medicine, with clear dedication to both its practice mission and its commitment to research and discovery;
 - b. The Dean should be prepared to work with the Provost and Vice Chancellor for Academic Affairs for issues related to academic operations and the Chancellor will continue to support the School of Dental Medicine's efforts within the campus, system, and broader community.
 - c. A commitment to work collaboratively with other Schools and the system is critical. Additionally, the dean should be prepared to serve beyond the School and act as an institutional, academic leader.
 - d. The successful candidate should have a demonstrable and abiding commitment to ensuring diversity, equity, and inclusion within the School's operations and outcomes.

5. Assure a qualified and diverse applicant pool through advertisement in appropriate publications, personal contacts and letters to contacts in schools across the country. This step is absolutely critical and must be achieved to move forward effectively. Please take it seriously and ensure that the pool meets our collective expectations. I ask that the chair inform me of the quality, depth, and diversity of the pool before moving to the semifinalist review.
6. Develop and apply the criteria by which all candidates will be evaluated fairly.
7. Review all candidates on paper and select a group of semifinalists.
8. Interview the semifinalists by Skype/Zoom or telephone using a standardized set of questions for all candidates.
9. Based on the outcome of the semifinalist interviews, select three finalists for on-campus interviews.
10. Coordinate all logistics and participate in on-campus interviews.
11. On campus interviews should include a presentation to the School of Dental Medicine's faculty, interviews with the School of Dental Medicine's leadership team, students and staff members, the SIUE Deans, the SIUE Chancellor and Provost, the Vice Chancellors, and other important constituency groups deemed important to the success of the Dean and the School.
12. The committee should use thoughtfully developed evaluation forms to collect written feedback from all groups invited to on-campus interviews. These should be constructed to align with the job advertisement and finalized prior to any interviews.
13. Provide the Provost a summary of the strengths and weaknesses of each finalist based upon feedback collected from the major constituencies of the School of Dental Medicine and others involved in the interviews.
14. It is important that all candidates are treated fairly. Treat all internal candidates the same as external candidates.

Please note that you should respect candidate confidentiality until the finalists participate in on-campus interviews, at which time you can contact cited references and others. Please be sure that candidates understand when their applications can be held confidential and when the process becomes public. Also, please remember that we are working together to recruit a dean who will serve our students, advance our mission and advocate for conditions that allow staff and faculty to thrive.

Michael Tadlock will provide staff support for the search and can provide guidelines for airfare, lodging, meals, etc. Further, he will help support scheduling and other appropriate administrative needs for the committee.

Thank you again for your willingness to perform this important service for the School of Dental Medicine and the University.

Attachments:

Green sheet

University Policy 2B1

A list of committee members and contact information

cc: Chancellor James T. Minor (w/o attachments)