

**Section 622.5 of the Administrative Manual:
Appointment and Evaluation of Associate Deans of Colleges and the Library
(Approved February 22, 2007)**

1. Appointment Procedures

- a. Applicants for the position of Associate Dean of a College or the Library, with the exception of the College of Extended Learning, shall be screened by a six-member committee composed of three members elected by the faculty of the College concerned from among tenured senior rank Professors or Librarians, including chairs, in that College; the Chair of the College Personnel Committee or a designee from the Committee; one member appointed by the Dean and one student member chosen by the other members of the committee. The committee member appointed by the Dean must have academic rank. It is strongly recommended that Search and Screen Committees have a diverse membership, including an individual currently or formerly serving as Associate Dean of a College, and members familiar with the duties and responsibilities of the position to be filled.
- b. Applicants for the position of Associate Dean of the College of Extended Learning shall be screened by a six-member committee composed of two members appointed by the Dean, at least one of whom shall be a tenured senior faculty member who is teaching in or serves as an academic administrative coordinator associated with degree programs offered through the College of Extended Learning; the chair of the Extended Learning Committee of the Faculty or designee; two faculty members appointed by the Personnel Planning and Review Committee; and one student member chosen by the other members of the committee.
- c. Appointment procedures shall . . .