



AMERICAN UNIVERSITY
W A S H I N G T O N , D C

American University Procedures for Provost Searches

The selection and appointment of an outstanding provost is critical to the academic management and future direction of American University. A new provost must be committed to academic excellence, a strong student experience, the support of both faculty and staff, effective stewardship of resources, and inclusive excellence. AU is committed to a provost search process that is thorough and inclusive and identifies candidates who exemplify these values. The AU president is ultimately responsible for the selection of a new provost and will be supported in the search by a search committee and input from a wide range of university stakeholders.

Procedures for Search Committee Selection and Operation

The search committee will play a central role in the search, including by helping to define the position description, screening and recommending candidates, interviewing candidates, and representing AU effectively to candidates. As a result, the committee will be made up of faculty, staff, and administrators who are familiar with the provost's responsibilities and the various components of academic life at AU. The final decision on search committee membership rests with the university's president.

A search committee for the position of provost typically will include 10-14 members. Shortly after the announcement of a provost search by the president, the Faculty Senate will provide the president with the names of up to four full-time faculty willing to serve on the provost search committee, from whom the president will choose two, with at least one holding a term appointment. Similarly, the Staff Council will provide the president with the names of two members of the university's full-time staff for service on the search committee, from whom the president will choose one. These recommendations should be made within 21 calendar days of the announcement of a provost search.

In consultation with the university's senior leadership, the president will appoint a search committee chair and finalize the committee's membership, including additional full-time faculty and staff. In addition to the members selected from the recommendations of the Faculty Senate and Staff Council, the president will typically include representatives from the cabinet, the deans and vice provosts, the Office of Development and Alumni Relations, and students. While it is not possible for the committee to include a representative from every university constituency, the committee's members will be charged with anticipating and balancing the concerns of all those affected by the hire. All community members engaged in developing or serving on the search committee will work to ensure that the committee is

diverse and that the primary segments of the university community are appropriately represented.

Once the search committee is formed, the president will announce its membership to the university community.

Search Process and Committee Responsibilities

A search firm will typically be engaged to support the work of the search committee and the president. Once the committee is announced, the president will provide the committee its charge. During the search, the committee's responsibilities will include: receiving inclusive hiring training and following inclusive hiring practices, contributing to development of a draft position description, soliciting input from the AU community, reviewing the candidate pool, identifying a pool of semi-finalists, interviewing the semi-finalists (who will also be interviewed by the president), and recommending candidates to advance to the finalist round. During the finalist round, the candidates will typically meet with a broader group of stakeholders, including, for example, the cabinet, the deans and vice provosts, select faculty and staff leaders, and representatives of the Trustees. Based on the input from the stakeholder interviews, committee members will provide their evaluations of the candidates to the president. At all stages of the search, the identity of candidates and search committee deliberations will be kept strictly confidential.

For appointments with tenure, the president will obtain a recommendation on tenure and rank from the senior faculty of the teaching unit in which the provost will be appointed, in accordance with the *Faculty Manual*. Final selection and offer negotiation with the finalist(s) remain the responsibility of the president.

Exceptions

These are the customary procedures. In unusual circumstances, senior academic searches may require a more expedited process, such as limiting the pool to internal candidates, which will be set by the president in consultation with the cabinet, the deans and vice provosts, the Faculty Senate Executive Committee, and Staff Council leadership.