

MICHIGAN STATE UNIVERSITY

December 5, 2024

TO: The Steering Committee

FROM: Thomas D. Jeitschko, Ph.D., Interim Provost and Executive Vice
President for Academic Affairs



SUBJECT: The Honors College Dean Search

I am writing regarding the search for the next Dean of the Honors College. Last spring, I appointed Dr. Glenn Chambers as Interim Dean of the Honors college after the departure of former Dean Chris Long, Dean of the College of Arts and Letters (CAL) and Dean of the Honors College.

It is my intent to launch an internal search for the next Dean of the Honors College. I would like to begin the search process during the Spring 2025 semester, with the identification of a new leader to be announced by the end of the academic year.



OFFICE OF THE PROVOST

Michigan State University
Hannah Administration Building
426 Auditorium Road, Room 430
East Lansing, Michigan 48824

Phone: 517-355-6550
Fax: 517-355-9601
provost.msu.edu

The selection of University Administrators is a matter of great importance to the University; so much so that it is codified in the [Bylaws for Academic Governance](#), and [procedures](#) are in place which provide for faculty and student participation in the selection of certain University-level Administrators. Specifically, there are certain positions which have been identified for those administrators who significantly affect the academic programs of the University; the Dean of the Honors College position is one of the positions that fall into that category.

In alignment with the Selection of University-level Administrators procedures, I will be working with the Steering Committee as well as the University Committee on Honors Programs (UCHP) regarding the procedures that will be utilized during this process. Provided below is an outline of the procedures. I request your advice/feedback on these procedures by December 20, 2024. Consistent with past practice and pursuant to the procedures, I understand that the Steering Committee may consult with the Faculty Senate prior to sending your final Steering Committee advice to me.

Honors College Dean Search Procedures

One of the first steps is appointing a Search and Rating Committee that will help draft the position description and provide me with evaluations or recommendations on individuals under consideration. The procedures specify that the Steering Committee shall provide advice on the general composition and specific membership of the advisory committee.

In early January, I plan to name the Search and Rating Committee with input from the UCHP and other groups. First, I will meet with the UCHP to brief them on the process and request their nominations for search committee members. I will also be reaching out to the Associated Students of MSU (ASMSU) for their nominations.

I propose that the Search and Rating Committee consist of seven individuals that are appropriately representative, yet small enough to work on an expeditious time schedule. These seven individuals (selected by me unless otherwise noted) are: a member of the tenure system faculty with an affiliation to the Honors College, a sitting dean, interim dean or former dean, a sitting faculty member on UCHP, an Honors College representative, an associate dean for Academic Affairs, an undergraduate student selected by ASMSU, and a representative from either Academic Enrollment and Strategic Planning or Undergraduate Education. A diverse, inclusive, and representative search committee is crucial in setting the foundation for a successful search and will be top of mind for me. The groups I mentioned who will be involved in selecting or identifying the members of the search committee share with me the responsibility of including women and people of color as committee members, and I will ask these groups to also be mindful of taking diversity into account when putting forward nominations.

Once the Search and Rating Committee is formed, I will meet with them and they will be provided with my charge on their scope of responsibilities as well as an Affirmative Action charge by a member of the Office of Institutional Equity and Inclusion. My charge to the search committee will be to:

- Create the position description for approval by the Provost.
- Share in actively seeking out the recruitment of qualified candidates, especially those from underrepresented groups.
- Create a search committee assessment plan to be used in the evaluation of candidates drawn from the qualifications and expectations described in the position description and initial conversations with the Provost.
- Review candidate applications.
- Ensure the utmost confidentiality to maximize the retention of candidates.
- Screen candidates to determine which individuals are best qualified, using designations such as unqualified, qualified, and highly qualified. All candidates shall be assessed using the uniform criteria to identify those to be brought forward for public presentation as finalists.
- Prepare a report recommending acceptable candidates (unranked) for my consideration and selection.

The committee will assess each applicant and provide me with a list of candidates that will be invited to first round interviews. At the conclusion of the first round of interviews, the committee will select a short list of candidates to invite to meet with the larger community on campus. The Office for Faculty and Academic Staff Affairs will facilitate the search process. The interviews will include the Vice President for Research and Innovation, Vice President and Chief Diversity Officer, members of the Council of Deans, the Search and Rating Committee, and the President. In

addition, this schedule will include faculty, representatives of the staff and undergraduate students, and other administrators with interest in honors programs. Background information on each finalist will be made available to all interview participants.

We will also hold public presentations for finalists, which will be open to the community at large. All individuals who meet with the candidate or attend the public presentation shall be provided the opportunity to submit a written evaluation or otherwise communicate with the Provost, who shall share a summary of these evaluations with the Committee on a confidential basis.

At the conclusion of the finalist interviews and presentations, the Committee will assess the finalists and present their confidential advisory report to me at a meeting. I will take the report under advisement and meet with the Committee prior to entering into negotiations with the candidate(s) selected.

I look forward to working with faculty and academic staff, support staff, and students on this important process.