

# MICHIGAN STATE UNIVERSITY

January 28, 2026

TO: The Steering Committee and The University Committee on Undergraduate Education

FROM: Laura Lee McIntyre, Ph.D., Provost and Executive Vice President for Academic Affairs

SUBJECT: Vice Provost and Dean of Undergraduate Education Search

Today it was announced that Dr. Mark Largent intends to step down as Vice Provost and Dean of Undergraduate Education and return to faculty. We are grateful for his nearly 8 years of leadership in this role. With this leadership transition, I am writing to share my intent to conduct a national search for the next Vice Provost and Dean of Undergraduate Education (UE).

The selection of university-level administrators is critical to the academic mission of the institution and is addressed in the Bylaws for Academic Governance. The bylaws outline procedures for shared participation in the selection of senior leadership roles that significantly influence MSU's academic programs. The Vice Provost and Dean of Undergraduate Education falls within that category.



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Consistent with the Selection of University-level Administrators procedures, I will collaborate with the University Committee on Undergraduate Education (UCUE) throughout this process. I request your advice and feedback on the proposed search procedures by February 24, 2026. Following past practice, the Steering Committee may consult with the Faculty Senate before submitting its final advice.

It is necessary to initiate the search now to remain competitive in a national market. We will begin recruitment this spring with potentially crossing over to the beginning of the 2026–27 academic year. The University will engage an executive search firm to assist with candidate recruitment.

### Search and Rating Committee

One of the first steps is the appointment of a Search Committee, which will:

1. Draft the position description for Provost approval;
2. Support active recruitment of qualified candidates—including individuals from historically underrepresented groups;
3. Develop a candidate evaluation rubric aligned with the position description and initial conversations with the Provost;
4. Screen applicants and determine which candidates advance to semifinalist and finalist stages;
5. Ensure strict confidentiality throughout the process.

The Steering Committee is asked to provide advice on both the composition and specific membership of the advisory/search committee, as outlined in the bylaws.

To promote both efficiency and broad representation, the search committee will consist of nine members, selected by the Provost unless otherwise noted. The committee will include:

- Tenure-system, fixed-term and academic specialist engaged in undergraduate teaching and student success;
- A representative from Undergraduate Education;
- A senior campus leader with relevant student-success experience;
- A representative from the Undergraduate Associate/Assistant Deans;
- A staff member involved with student support, or academic initiatives;
- An undergraduate student representative from ASMSU.
- A representative from the ICIE

I request a representative from UCUE to be appointed to the committee. If the Steering Committee wishes to nominate one additional member, I am open to considering that recommendation.

### **Candidate Evaluation and Campus Engagement**

My office will coordinate semifinalist interviews and finalist campus visits. Semifinalist interviews will be virtual; finalists will participate in on-campus interviews that include:

- The Provost
- The Vice President for Research and Innovation
- Members of the Council of Deans
- Vice Provosts
- Chief Inclusion Officer
- Undergraduate Education faculty and staff
- Other interested faculty, staff, and administrators
- UCUE
- Office of Strategic Enrollment

Finalists will also participate in a public presentation, open to the campus community. Attendees will be invited to submit confidential feedback via Qualtrics to the Search Committee.

Following completion of campus interviews, the committee will provide its confidential advisory report to me. I may request a meeting with the committee chair prior to initiating negotiations with the finalist.

I look forward to working collaboratively with faculty, staff, students, and shared governance committees throughout this important leadership search.