

## **Procedures for Campus-wide Searches (Internal)**

The Executive Vice Chancellor and Provost (EVCP) announces the internal search as a call for applications or nominations via Scotmail. In the call, the EVCP provides a position description, the selection process (i.e., a procedure for selection of the final candidate, interviews, names of the selection committee etc.) and a deadline for applications.

- Once the nomination deadline is passed, the selection committee meets to develop the short list.
- The Vice Provost for Academic Personnel will provide the academic personnel files of each member of the short list to the EVCP. The EVCP chooses the final candidate after consultation with the Chancellor.
- The EVCP will conduct negotiations with the candidate and get agreement on administrative stipend, other compensation issues and clarification of the administrative duties. These details are sent to the Academic Personnel office.
- The Academic Personnel office will draft a letter for faculty appointments, copying the draft to Academic Planning and Budget, the direct supervisor of the position and the EVCP.
- The final letter will be sent to the candidate, the candidate's Department Chair, the candidate's new supervisor, Academic Personnel, Academic Planning and Budget and to the EVCP.
- Final decision on the appointment rests with the Chancellor.