TEXAS A&M UNIVERSITY
College of Liberal Arts

Department Head Search Process
for Search Advisory Committees
Based on SAP 12.99.99.M0.02 (revised 2019)

Search Advisory Committee (SAC) Responsibilities:

For internal searches:

☐ SAC reviews Standard Administrative Procedure 12.99.99.M0.02 (hereafter "SAP"), discusses requirements for the search, writes additional survey questions (optional but recommended), develops timeline, and calls for nominations from the faculty, including self-nominations, by a specified deadline, welcoming all eligible candidates to apply and seeking a diverse pool

☐ Once the nomination period closes, SAC invites candidates to submit application materials, schedule presentations, or provide information as determined by the committee.

☐ SAC Chair provides the dean's office with any additional questions to be included on the required survey.

☐ Per SAP 12.99.99.M0.02, the dean's office will distribute the SAC's additional questions (if any) along with the mandatory survey questions to the department in advance of presentations, interviews, or other interactions with candidate(s).

☐ SAC provides ample opportunity for all members of the department to interact with the candidate(s).

☐ Department members will be given at least one week to provide confidential input to the SAC via a survey (not a ballot) sent by the dean's office to ensure anonymity.

☐ Maintaining anonymity, detailed results for each survey item will be provided to the SAC, disaggregated by category (rank, type of appointment, etc.), for consideration in making a final recommendation to the dean.

☐ Maintaining anonymity, summary results will be disaggregated by category (rank, type of appointment, etc.) as appropriate; SAC provides these summary results to the department.

☐ SAC provides opportunity for department members to meet with members of the SAC prior to the committee's recommendation to the dean.

☐ SAC submits a report to the dean describing the strengths and weaknesses of the finalists.

☐ Dean meets with SAC to discuss the report prior to making a final determination for the position and keeps SAC informed until an appointment is approved by the Provost.

For external searches:

☐ Department Head requests position from dean

☐ Department initiates search through Interfolio (DoF Hiring Portal) and Workday once position is approved

☐ SAC reviews diversity of applicant pool through EEO report in Interfolio

☐ SAC completes the steps in the section above, with the addition of scheduled campus visits

February 3, 2020