

## School of Mathematical and Statistical Sciences Bylaws

### POLICY 05: HIRING AND APPOINTMENT OF THE SCHOOL DIRECTOR

1. The School Director shall be selected by the Dean with the concurrence of the Provost/EVPAA after an appropriate and inclusive search committee process<sup>1</sup>.
2. Before beginning the search for a School Director, the Dean will meet with the tenured and tenure-track School faculty and 3-year Lecturers to discuss the needs of the School, the College and the University. The Dean and School faculty should reach a mutual agreement on whether to have an internal or external search, that will be ratified by a vote of all tenure-track and tenured faculty and 3-year Lecturers. The School may conduct an external search with the approval of the Dean and Provost/EVPAA. Eligible faculty within the School may be candidates in the search. All searches must comply with institutional hiring practices including affirmative action policy and tenure-track appointment requirements.
3. When a vacancy in the position of School Director is anticipated, the 3-year Lecturers, tenure-track, and tenured faculty shall decide the size and structure of the Search Committee and shall elect, by secret ballot, the members of the Search Committee other than the Equity and Diversity Advocate (EDA). The current School Director and Associate Deans may not serve as members of the Search Committee. An internal candidate must recuse him/her self from the search process.
4. The Committee will elect a Committee Chair from amongst its members.
5. The Search Committee will prepare the search advertisement and it must be approved by a majority of the tenured and tenure-track faculty, before being forwarded for approval by upper levels of authority. Any subsequent changes to the advertisement throughout the search process must be approved again by the search committee and a majority of the tenured and tenure-track faculty, until consensus is established by all levels of approval. The Search Committee must hold at least one townhall meeting before submitting the advertisement for approval by the faculty, for all iterations of the approval process.
6. The Search Committee shall conduct the School Director search for candidates in accordance with University requirements and a calendar established by the Search Committee in consultation with the Dean.
7. All School Director interviews by the faculty will be scheduled only when no regular classes are scheduled and will be broadcast via videoconferencing to both campuses (Edinburg and Brownsville), to the extent possible.
8. For both internal and external searches:
  - a. The Search Committee will compile an extended shortlist of candidates eligible to be invited for an interview and ask the tenure-track and tenured faculty to vote “approve” or “not approve” for each candidate on the extended shortlist. The C.V. of the candidates on the extended shortlist will be made available to the tenure-track and tenured faculty by the Search Committee prior to the vote.
  - b. The Search Committee will then compile a shortlist of candidates from among the candidates in the extended shortlist that were approved by the faculty by at least 51%

---

<sup>1</sup> UTS 182 Sec. 3 and UTRGV H.O.P. Section ADM 06-303.C.1.

approval vote of the eligible faculty, and the Dean will extend interview invitations to candidates from the shortlist.

- c. For each interview, the candidate will give a presentation on both main campuses (Brownsville and Edinburg). The scope of the two presentations will be decided by the Search Committee in consultation with the School faculty. The presentations should allow time for faculty to ask questions of the candidate. Time should also be allotted for faculty and students to meet with the candidate, on both campuses.
9. For both internal and external searches, after each round of candidate interviews, all tenure-track and tenured faculty and 3-year Lecturers shall vote on all candidates, using multiple choice ballots that allow for multiple selections. The Chair of the Search Committee must provide to the School faculty a C.V. of all eligible candidates. To be recommended for appointment, candidates must receive both an approval vote from at least 51% of all tenured faculty and another approval vote from at least 51% of all tenured and tenure-track faculty and 3-year Lecturers, with both approval votes conducted simultaneously and by secret ballot. Faculty are expected to also provide written feedback for each candidate to the Search Committee Chair.
10. The Search Committee Chair, in consultation with the members of the Search Committee, will forward all voting results to the Dean and the Provost/EVPAA with their written recommendation for School Director with supporting rationale, based in part on the written faculty feedback.
11. If the Dean does not wish to appoint any of the candidates approved by faculty vote, the Dean will then reconvene the Search Committee to recommend additional candidate(s). If none of the additional candidates are approved by faculty vote, as per paragraph 9, the Dean may extend the interim School Director's appointment, or name a new Interim School Director, with the concurrence of the Provost/EVPAA.