

Administrative Appointments and Renewals Office of the Senior Vice President and Provost

Following is guidance for making appointments to, or renewals of, all senior administrative positions in the academic affairs division. For the colleges, these administrative positions are associate or assistant dean, department chair, director, and similar titles. For vice president and associate provost units, these administrative positions are associate/assistant vice president, director, and similar titles. (Support for each appointment/renewal process is provided by the HR Coordinator or HR Partner for ISD teams, respectively.)

Appointment. Each new appointment request shall comply with ISU policy, and interview/hire approval procedures, as well as the Guidelines for Making Offers with Tenure (for new faculty appointments involving tenure).

First, the Vice President/Dean/Director shall discuss the appointment or renewal with the Senior Vice President and Provost (SVPP).

Interviews. When conducting searches for positions like associate or assistant dean, department chair, or associate/assistant vice president, arrange to have the candidates meet with the SVPP or an Associate Provost. For other Cabinet-level positions that are direct reports to the Vice President/Dean/Director, arrange to have the candidates meet with the Cabinet-level staff member reporting to the SVPP, respectively.

Offer Letter: The following items shall be stipulated in the Offer for faculty administrative appointments.

- 12- or 9-month Annual Work Period (AWP)
- Term appointment (length of term)
- Reappointment option/reappointment review
- At-will provision

In addition, consider the following elements and if they are offered, they too must be documented in the Offer.

- Administrative (compensation) Allowance
- Leave with pay (if relinquish appointment and remain faculty)
- Unused Time-Off balance forfeiture, if 9-month AWP upon return to faculty
- Start-up commitments
- Moving costs/house hunting trip
- Spousal/partner accommodation

Renewal. For an employee who is currently holding an administrative position, and for whom the term is coming to an end, the Vice President/Dean/Director may consider renewal. In that case, the following steps shall be followed (these steps are described illustratively for the case of an academic department chair):

1. Dean provides SVPP an assessment of the department's status and the performance of the incumbent to-date. SVPP provides guidance on moving forward or not.
2. Assuming a positive outcome, Dean discusses with incumbent their interest in continuing in the administrative role.
3. Assuming a positive outcome, Dean conducts a formal administrative review and solicits feedback, following steps in the college and departmental governance document.
4. When the review is completed, Dean discusses the outcomes and the possibility of renewal with the SVPP, and sends a summary email with several paragraphs describing the outcome of the review including process, what is working well, opportunities of improvement and their own assessment.
5. SVPP provides feedback (based on solicited input from Cabinet) to Dean.
6. Assuming a positive outcome, Dean meets with the incumbent to discuss and negotiate terms of renewal.
7. Dean works with the college's HR Coordinator or HR Partner to prepare the Offer.
8. After all parties have approved/accepted the Offer in Workday, an announcement is made.