

Proposed Changes to the Faculty Handbook

Incorporating Administrator Hiring Guidelines into Section 2.3.3

The following Handbook changes incorporate the guidelines found on the Provost Website.

https://www.auburn.edu/academic/provost/pdf/20121118_Administrator%20Hiring%20Guidelines.pdf

2.3.3 Administrator Hiring Guidelines

The following guidelines and procedures apply to hiring administrators at or above the level of Department Head/Chair:

1. Open administrative positions shall be filled by conducting an open, position-appropriate search utilizing a search committee with administrative, faculty, and staff composition as appropriate for the position under consideration.
2. Internal candidates from Auburn University are encouraged to apply for open positions but must interview on a competitive basis with all external candidates.
3. A search to fill an open position shall be completed within 12 months of its initiation. If necessary, an interim/acting appointment can be made to temporarily fill the position while the search is conducted. Interim/acting appointments should also involve a local search process, and a search committee to review applicants and make a rapid recommendation as appropriate.
4. No individual shall serve in an interim/acting position for a period of more than 12 months. It is preferable that individuals in interim/acting positions resign prior to seeking the permanent position.
5. Deviation from the above guidelines by the appropriate authority shall be made with notification of and input from the affected faculty and/or search committee. Such deviations may include but are not limited to the election of a department chair (as opposed to the hiring of a department head). Senate leadership should also be informed of such deviations.

2.3.4 Evaluation of Administrators