



## SEARCH AND SCREEN COMMITTEES

No: SAAP 2-1

**Date:** October 2017 (revised-2)  
September 2016 (revised)  
September 1997 (original)

**Authority:** UW System Board of Regent Policy 6-4  
UWM Faculty Policies & Procedures §§6.05 and A3.9

**Initiator:** Provost

**Responsible Party:** Secretary of the University's Office

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### Search and Screen Committee for the UWM Chancellor

The search and screen committee for the UWM Chancellor will be appointed in accordance with UW System Board of Regents Policy 6-4.

### Search and Screen Committees for Deans, Vice Chancellors, and Other Major Administrative Positions

Search and screen committees for other major administrative positions within UWM (e.g., Provost, Vice Chancellors, Deans, and Director of the Libraries) will be selected by the appointing authority for the position (e.g., the Chancellor will appoint committees for such positions as Vice Chancellor, and the Provost will appoint committees for such positions as Academic Dean):

The number of members and composition of each search and screen committee for a major administrative position within UWM will be determined by the appointing authority, subject to the following guidelines:

- Each committee will include at least one student member, one academic staff member, one university staff member, and one University Committee member or member of the faculty designated by the University Committee.
- The majority of committee members for major academic administrative positions (e.g., the Vice Chancellor for Academic Affairs, Deans, and the Director of Libraries) shall be faculty members, and the chair of such committees shall be a faculty member.
- In the case of Deans, the majority of the committee's members shall be members of the hiring school or college; however, the faculty chairperson and the University Committee representative shall not be members of the hiring school, college or unit.

Unless specified otherwise herein, members of such search and screen committees will be selected using the following guidelines:

- Student members shall be selected by the Student Association.
- Academic staff members shall be selected by the appointing authority from a pool of nominees submitted by the Academic Staff Committee.
- University staff members shall be selected by the appointing authority from a pool of nominees submitted by the University Staff Council.
- Faculty members shall be selected as follows:
  - University Committee members or its representatives shall be designated by the University Committee.
  - The University Committee shall make a determination as to the faculty bodies concerned with the search and solicit nominees from such bodies. The appointing authority will select faculty members from the resulting pool of nominees.

Members of the search and screen committee must be committed to and comply with UWM's Equal Employment Opportunity Policy and other applicable laws/policies.