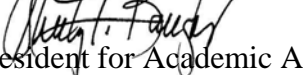


October 7, 2008

**MEMORANDUM**

To: Members of the A&S Dean Search Committee

From: Shirley L. Baugher   
Provost and Vice President for Academic Affairs

Re: Charge to Committee

Thank you for accepting the invitation to serve on the search committee for the Deanship of the College of Arts and Sciences. As you know, Linda Petrosino, Dean of the College of Health and Human Services, will serve as the Chair of the committee; Parker Executive Search will facilitate your work as well.

You are asked to work with the search firm to develop a position profile that will be used to recruit candidates to the position. You are also asked to work closely with the search firm to identify potential candidates and actively recruit individuals to candidacy. Please submit no more than five names as a recommendation for the campus interviews indicating strengths of each of the individuals as support for the invitation to interview.

I anticipate that campus interviews for the position will occur in late February and early March 2009. A final list of acceptable candidates should be forwarded to my office at the conclusion of the campus interview phase of the process. The list of names shall be unranked. We hope to make an appointment to the position to begin fall 2009.

The position of Dean of the College of Arts and Sciences is critically important to the College and the University. Your expertise and commitment to the search process is appreciated!