

October 7, 2008

MEMORANDUM

To: Members of the Firelands 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 Firelands College. As you know, Rodney Rogers, Dean of the College of Business Administration, 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.

I wish to acknowledge that I received a letter from a group of faculty asking that we acknowledge a forty year history of appointment of full professorial rank to the Deanship at Firelands. I asked my office to pull the professorial rank of the individuals who have served as Dean at Firelands. A review of the attached document will indicate that the Deanship at Firelands has been held by individuals holding the rank of Assistant, Associate and Professor. I suggest that you request the rank of Professor as preferred and Associate as required so that we do not limit our ability to pull a wide range of qualified and talented individuals to the pool.

The position of Dean of the Firelands Campus is critically important to the University. Your expertise and commitment to the search process is appreciated!

Enclosure