

Creighton University School of Medicine Guidelines

GUIDELINE: Search Committee Process for Senior Administrator Positions

GOVERNING BODY: Office of Academic and Faculty Affairs

APPROVAL DATE: 6/30/2021

REVISED DATE:

LCME ACCREDITATION STANDARD REFERENCE:

PURPOSE

The purpose of this guideline is to define the process regarding the conduct of searches for senior administrative positions (decanal staff and department chairs) in the School of Medicine.

SCOPE

This guideline applies to all search committees for senior administrator positions.

PROCEDURE

1. A vacancy develops in an existing senior administrator position; or, the School of Medicine Dean creates or approves a new senior administrator position.
2. A senior administrator position description is developed by the Associate Dean for Planning and Business Affairs. If applicable, this description is shared with the appropriate decanal manager (Senior Associate Dean) and the Regional Dean (for Phoenix campus appointments) for input and edits.
3. The position is reviewed with the Finance Director, and a budget is approved.
4. The position is reviewed with Human Resources.
5. Search Committees
 - a. For decanal positions: the Senior Associate Dean and Regional Dean, in applicable situations, prepares a tentative search committee with composition and presents it to the Dean for review.
 - i. If the decanal position is under a reorganization plan, the Dean can directly appoint the position.
 - b. For Phoenix chairs: the Regional Dean prepares a tentative search committee with composition commensurate with the Bylaws and presents it to the Dean for review.
 - c. For Omaha Chairs: the Dean creates a search committee commensurate with Bylaws
6. The Dean reviews the search committee suggestions and approves or requests additional members be added to the committee.
7. The SOM Dean appoints a search committee and search committee chair. The appointment is announced in the School email list-serves.
8. The Search Committee chair will contact the Associate Dean for Diversity and Inclusion (or designee) for information on the development of a written diversity plan for the

search. The Associate Dean for Diversity and Inclusion (or designee) will provide an orientation to the role of diversity in the conduct of search committees at the first meeting.

9. The Associate Dean for Mission and Identity (or designee) will provide a mission orientation at the first meeting of the Search committee.
10. The Dean announces the position internally through the email list-serves
11. The Associate Dean for Planning and Business Affairs (or designee) posts the position on the Creighton HR website.
12. The search committee reviews the applicants and interviews those with the appropriate background and experience.
13. The chair of the search committee forwards the final candidates to the Dean to review.
14. The Dean interviews those felt appropriate.
15. The Dean, in collaboration with the Regional Dean and Senior Associate Dean, where applicable, chooses the candidate.
16. Once selected, the position is offered.
17. Once the offer is accepted, the Dean announced the position in an email to the relevant email list-serves.
18. The new decanal position holder is added to the appropriate email list.
19. The Associate Dean for Planning and Business Affairs makes the final arrangements to hire the candidate through Creighton University or via contract with a clinical affiliate to purchase the needed FTE.

ADMINISTRATION AND INTERPRETATION

Associate Dean for Academic and Faculty Affairs and Associate Dean for Planning and Business Affairs