

Creighton University School of Medicine Guidelines

GUIDELINE: Appointment of Senior Administrative Staff

GOVERNING BODY: Executive Committee

APPROVAL DATE: April 21, 2020

REVISED DATE: n/a

LCME ACCREDITATION STANDARD REFERENCE: n/a

PURPOSE

The purpose of this Guideline is to define the process for the appointment of associate and assistant deans in the School of Medicine.

(The process for the appointment of department chairs is defined in the By-laws.)

GUIDELINE

The Dean of the School of Medicine appoints associate and assistant deans following the completion of a Search Committee process, as detailed below.

SCOPE

The Guideline applies to the appointment of all associate and assistant deans in the School of Medicine.

PROCEDURE

1. Appointment of Associate and Assistant Deans

The Dean of the School of Medicine shall appoint associate and assistant deans of the School of Medicine. The selection and appointment of associate and assistant deans shall be in conformity with any formal agreements between Creighton University and any organization with which it is affiliated in a joint program.

Associate dean and assistant dean positions may be created or terminated at the discretion of the Dean. Such administrative positions exist to support the Dean in fulfilling the mission of the School of Medicine.

The Dean, or his or her designee, will prepare a position description and allocation of effort for each associate or assistant dean.

2. Appointment of Search Committee

Within 90 days of the announcement of a vacancy or in anticipation of a planned vacancy, the Dean of the School of Medicine shall appoint a Search Committee of not fewer than five nor more than seven members. During the time of vacancy, the Dean may appoint an interim associate or assistant dean to the position while the search is conducted. Ordinarily all the members, except as noted, should be tenured Faculty. Not more than two Faculty members shall be from the same Department. At least one Committee member shall be a student in the School of Medicine. The Associate Dean for Diversity and Inclusion, or a designee, shall serve on the search committee. The Dean shall appoint the chair of the Search Committee, who has preferably served on at least one Search Committee previously. Preference will be given to existing associate deans to chair the Committee. The Search Committee will conduct their search to identify the candidate best able to fulfill the position description.

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3. Functions of Search Committee

This Committee shall advertise the position to all School of Medicine faculty and through national media in the event of consideration of external appointments. The Committee shall evaluate all applications, and interview suitable candidates. The Search Committee shall rank the candidates in order of preference and present them to the Dean of the School of Medicine.

4. Appointment of New Search Committee

If after six months the position has not been filled, the Search Committee may be disbanded, and a new Committee appointed by the Dean.

5. Waiver of Search Committee

Under extraordinary circumstances, e.g. if the Search Committee has failed to identify a qualified candidate after a year, and after consulting with the Executive Committee of the School of Medicine, the Dean of the School of Medicine may nominate one or more candidates for evaluation by the Search Committee prior to appointment by the Dean.

ADMINISTRATION AND INTERPRETATIONS

The Dean is responsible for administration of this Guideline.