



Search and Screen Process for Deans

Executive Search Firm

An executive search firm is hired to develop an outreach plan and manage the application process, as well as:

- Maintain a record of the search and screen process
- Attend committee meetings
- Provide the committee with applicant qualifications

Search and Screen Committee Requirements

The Search and Screen committee must:

- Be certified by the Department of Access, Compliance, and Equal Opportunity (ACE)
- Attend a Best Practices for Hiring Workshop within three years prior to serving
- Take the Search and Screen training required by ACE
- Have a member designated as the Search Advisor by the Office of Faculty Leadership and Success
- Contain the following:
 - Committee chair who is a Dean, Vice Provost or Vice President
 - At least four of the committee members will be faculty with various ranks in different departments in the college. Nominations solicited from the college assembly steering committee
 - A student from the college
 - A staff member from the college
 - A Provost office representative
 - A representative from the Office of Research and Economic Development
 - A representative from University Advancement
 - Up to two additional representatives may include an alumnus and/or advisory board member

Procedures

Submitting the ePRF

An ePRF must be submitted with the position details as well as the names and Panther ID's of the committee members. Any external committee members should be included in

thecomment section. The ePRF will then be reviewed by ACE and the Office of the Provost, Planning and Finance (OPPF). Approval by ACE signifies that the committee has been certified.

Charge Meeting

Following approval of the ePRF, the committee is gathered for the charge, given by the hiring official. For Dean search and screens, the Provost is the hiring official. The Provost provides the committee with the desired qualifications for position and provides instructions on how the committee should present their findings.

Public Notice

Florida law holds that a meeting held by a search and screen committee at a state university is a “public meeting” and that all deliberations and votes must be made at committee meetings. Notice of the committee’s search and screen meetings should be given seven (7) days in advance. The meeting notice should be posted in appropriate places in the University such as the [Search and Screen Public Notices](#). To have your meetings noticed on this webpage, please submit an [HRIS Service Request](#) via AskIT, select “Public Notice” under Support Category and attach the notice in pdf format.

Reasonable Accommodation

Under the Title I (employment) regulations of the Americans with Disabilities Act, as well as Section 504 of the Rehabilitation Act, the University cannot refuse to hire qualified persons with a disability simply on the basis of the disability. Under the law, an individual with a disability is a person who has:

- A physical or mental impairment that substantially limits one or more major life activities
- A record of such an impairment and/or regarded as having such an impairment

An applicant or employee who meets this definition of disability must be provided reasonable accommodation throughout the application process. Accommodations must be requested by the applicant or employee. If an applicant requests an accommodation in the application process, the committee chair should contact ACE for assistance with providing a reasonable accommodation. The applicant will need to disclose the nature of the accommodation needed but does not need to disclose the disability itself. They should be allowed input as to the type of accommodation to be provided, but the University has the ultimate decision in the specifics of how the applicant will be accommodated. Notice of needed accommodation must be communicated to ACE as soon as possible to allow reasonable time to make necessary arrangements.

Note: A search committee should not assume that an applicant who appears to have a disability will require an accommodation if it is not requested. Even though an applicant discloses the

*need for an accommodation, before an offer of employment, an employer still may **not** inquire as to:*

- *The nature of a disability*
- *The severity of a disability*
- *The condition causing the disability*
- *Any prognosis or expectation regarding the condition or disability*
- *Whether the individual will need treatment or leave because of the disability*

The Interview Process

The criteria used to make this decision should reflect the criteria used throughout the search and screen process. It is important that there is consistency during all phases of the interview process including participation by members of the Search and Screen Committee. All candidates should be treated similarly throughout the interview process.

Prior to holding the interview, the committee should plan/make decisions on the following:

- Develop specific core job-related questions that will be asked of all interviewees
- Discuss the flow of the discussion and questioning
- Determine if the candidate will be asked to give a presentation
- Decide if the committee will discuss each candidate immediately following the conclusion of the interview or if discussions will be held when the last interview is completed
- Candidates should be informed of who, (by name and position) will interview them and whether a presentation is expected.

Finalist Interviews and FIU Stakeholders

- Various FIU stakeholders will be given an opportunity to meet with the finalists, including faculty and students.

Job Opening

A Job Opening will be created by OPPF from the previously submitted ePRF. The Job Opening will be used to house the applications of shortlisted candidates and provide for a means to onboard and hire the chosen finalist.