

**NAU Office of the Provost  
Internal Academic Leader Selection Process  
FINAL April 2024**

*Overview:*

Appointed academic unit leaders such as chairs, directors, assistant deans, and associate deans who are administrative employees are subject to the ABOR *Conditions of Administrative Service (COAS)*, [Policy 6-101](#). Normally, academic unit leaders also continue to serve in their faculty position, which is subject to ABOR and NAU *Conditions of Faculty Service*.

Distribution of effort for faculty is documented in a *Statement of Expectations* and evaluated during the annual review, which is conducted and archived in FAAR. The assigned portion of the workload for administrative work shall be documented in section “D. Other” on the SOE. Additionally, deans shall develop a goals document for the administrative tasks to be performed. These goals will serve as the basis for the evaluation [“appraisal”] of the administrative work. The goals document and appraisal shall be archived outside of FAAR, in the faculty member’s personnel file in the dean’s office.

**Revised Stages of Process for Internal Search Process (Chairs, Directors, Associate Deans)**

	<b>Description</b>	<b>Final Approver</b>
<b>Step 1: Determine Eligibility</b>	Dean determines the eligibility criteria for the academic leadership position and communicates	Dean
<b>Step 2: Description of the Selection Process</b>	The Dean describes the selection process and provides a reasonable amount of time for interested individuals to consider the opening (this may or may not include a committee)	Dean
<b>Step 3: Selection, Approval &amp; Evaluation</b>	Dean determines the selected person based on the outcome of the selection process. The dean works to adapt their statement of expectations for an agreed amount of time, contingent upon funding and satisfactory performance evaluations. Dean evaluates the chair/director’s performance on an annual basis.	Dean
<b>Re-Approval</b>	Dean establishes and describes the process for reappointments for academic leadership positions for the college.	Dean

**Questions? Contact, Sara Rinfret, Associate Vice Provost, Faculty Affairs ([sara.rinfret@nau.edu](mailto:sara.rinfret@nau.edu))**