


MEMORANDUM

DATE: September 26, 2017
TO: School of Plant Sciences Personnel
FROM: Shane C. Burgess 
SUBJECT: Search Process for Next School of Plant Sciences Director

The search process for the next School of Plant Sciences Director will follow shared governance principles between the school faculty and CALS administration consistent with the [UA Guidelines for Shared Governance Memorandum of Understanding](#) and 2016 Arizona Revised Statutes: Title 15 – Education § 15-1601 *State universities; location; faculty powers*.

I received very diverse and extremely broad input, recommendations and nominations for the search committee, and have appointed the following individuals to serve on the search committee:

Parker Antin, Research Administration (*chair*)
David Baltrus, Plant Sciences
Judith Brown, Plant Sciences
Kelly Dew-Budd, graduate student
Peter Ellsworth, Entomology
Amanda Ferraris, Plant Sciences
Bonnie Hurwitz, Agricultural and Biosystems Engineering
Eric Lyons, Plant Sciences
Kelly McDowell, undergraduate
William Montfort, Chemistry and Biochemistry
Rebecca Mosher, Plant Sciences
Marc Orbach, Plant Sciences
Michael Ottman, Plant Sciences
Barry Pryor, Plant Sciences
Kevin Rogers, Arizona Farm Bureau Federation
V.K. Viswanathan, Animal and Comparative Biomedical Sciences

A concise job advertisement is drafted and will be shared with the search committee for comment. It implicitly contains all the input I received. All the material I have received was

collated, anonymized and will be provided to the search committee for use especially when developing their qualifications rubric and in evaluating applicants, nominees and recruits.

I will deliver to the search committee, both verbally and in writing, their charge in detail. Their overall purpose is to represent you, our broad stakeholders, me and my chain of authority by identifying finalists who, after document review, interviews and campus visits, appear to the committee members to be qualified to manage and lead the school. I must select the finalist whom I believe best satisfies the position requirements and then negotiate with them. I will be taking consultation before making my decision. There must be no outside interference with this negotiation—interference risks voiding the process.

The search committee must keep the names of applicants, nominees and recruits, then candidates, confidential up to the point where candidates who have become finalists have consented to having their names made public. The committee members will sign a confidentiality agreement. All documents developed during the search process are to be retained; these are confidential personnel documents and so must never be shared outside of the committee. Finalists will have campus interviews.

If committee members fail to maintain search process integrity, I will abandon the process and begin anew. If the committee fails to produce a group of finalists who have the qualifications to manage and lead the school, I will reinitiate the search, possibly with a new committee; if after finalist interviews there is no finalist with the qualifications to manage and lead the school, I will reinitiate the search. A smooth and timely search process is our joint responsibility. I recommend that school faculty also follow principles of faculty governance during this search process. I have no say in your faculty governance processes, norms and mores within the school but good practice suggests communication between the school faculty on the committee (within the limits of their confidentiality agreement) and school faculty and other employees in general.

I do ask explicitly that committee members especially, but all school faculty in general, seek and respect the opinions of the school's appointed professionals and staff.