

**Application and Search Procedures for Internal\* Associate Deans  
(\*selected from existing faculty, rather than a national search)**

**As of May 9, 2019**

- The Dean will email a call for applications to all tenure-track and tenured faculty in the college.
- Applicants will submit a c.v. and cover letter (or other requested documents), highlighting relevant experience and accomplishments. These documents should be sent to the academic associate to the Dean or the search committee chair (as determined by the Dean).
- The Dean will identify a search committee of faculty within the college, which can include, and is not limited to, department chairs.
- The search committee will review the applications and make recommendations to the Dean.
- The Dean will select the Associate Dean and submit their recommendation to the Provost for appointment.