



Dear colleagues:

I appreciate your willingness to serve on the search advisory committee for the position of dean of the University Libraries. Your task is of critical importance to the future of the Libraries and to CU Boulder. I know that each of you will carry out your search responsibilities and this charge with the highest standards of professionalism and integrity.

The dean of the University Libraries is a tenured professor who reports to and is appointed by me in my role as vice chancellor for academic resource management (VC ARM). This appointment is made in consultation with and approval by the provost and chancellor.

The dean of the University Libraries serves two equally important roles at CU Boulder. First, the dean is expected to be the principal leader of, and advocate for, the University Libraries both within and outside the university. Second, as a member of the provost's academic leadership team, the dean is expected to work cooperatively and collaboratively with other academic and administrative leaders to advance CU Boulder's goals and mission to be Colorado's comprehensive, doctoral-granting, public research university, with a "university-first" mindset. Leadership priorities for this role include focusing on excellence in research and creative work; the success of all students, faculty, and staff; world leadership in sustainability impact; and aligning our resources and infrastructure to support our priorities. All the dean's activities should be firmly grounded in CU Boulder's shared values of integrity, respect, inclusivity, and openness.

The opportunity

After consultation with members of the campus leadership team, I am conducting a national search to fill this position and have engaged WittKieffer, an executive search firm, to assist. The position description will be the basis for the position ad (posting), which will include the dean's key responsibilities, required and preferred qualifications, and competencies. The search firm will work with campus constituents to help develop a full leadership profile for the position, which will be made available to interested candidates. The job will be announced in multiple venues including the search firm's website, CU Boulder Jobs, and other locations as determined by the search firm in consultation with the search advisory committee. Candidate nominations may be submitted directly to the search firm or to the chair of the search advisory committee, who will forward the nomination to the search firm consultants.

Role of the search advisory committee

The search advisory committee shall recommend candidates qualified for the appointment to the position of dean of the University Libraries. Search advisory committee members serve as representatives both of their respective units and of CU Boulder, and they work on behalf of both of their respective constituents and of the CU Boulder community, which includes students, faculty, staff, and external constituents (advisory board, alumni, donors); however, members are



only accountable to the committee and are not responsible to any other group for their deliberations.

The search advisory committee shall conduct the search process professionally, effectively, and with the utmost integrity. The members of the committee shall maintain the confidential nature of the search process in perpetuity, respecting the confidentiality of applications, CVs/resumes, interview questions and responses, committee deliberation, assessments, and recommendations, as well as other sensitive documents or matters.

Confidentiality is key to attracting the highest quality candidates and to protecting the current employment of those who have applied. Committee members shall not contact individuals for formal or informal recommendations until and unless the committee has decided collectively to do so, and a process is established to protect the applicant. ***As an important reminder, all deliberations and candidate information are to remain confidential; finalists are made public only after the finalists' consent. This is critical to legally defending the integrity of the search process as well as maintaining candidates' confidence and confidentiality throughout the search process and in perpetuity.***

Only the chair of the search advisory committee is authorized to comment publicly on the search process, and the chair will be the official spokesperson for the search advisory committee to the CU Boulder community, the University of Colorado system, and off-campus constituencies, including the media.

The chair shall keep me and the provost apprised of the progress of the search and the committee will conclude the search in a timely fashion.

Responsibilities of the search advisory committee

The search advisory committee shall be responsible for the following:

- Adhere to campus processes and best practices for conducting an inclusive and compliant search
- Thoroughly review the credentials, letter of interest, and CV/resume of each applicant and discuss the applicant's qualifications
- No later than the date set forth in the agreed-upon timeline, forward to me recommendations of no fewer than three qualified candidates to be advanced as finalists for the position
- After my approval of finalists, participate in interview events for the finalists under the direction of the committee chair
- With the assistance of designated staff, collect feedback from individuals of the various constituent groups after campus-level interviews have occurred
- Provide me with an assessment of the relative strengths and limitations of each finalist interviewed by campus constituents



Office of the Provost

UNIVERSITY OF COLORADO **BOULDER**

- Meet with me to discuss the committee's recommendations and insights on finalists to advance to the next stage of interviews with campus leadership
- Assist the new dean in making an effective and welcoming transition to University Libraries and to CU Boulder campus.

I look forward to your work on this important process. Again, thank you for agreeing to serve and for your contributions to this search.

Sincerely,

Fernando Rosario-Ortiz

Interim Vice Chancellor and Executive Vice Provost for Academic Resource Management

Office of the Provost and Executive Vice Chancellor for Academic Affairs

Regent Administrative Center • 40 UCB • Boulder, Colorado 80309-0040

t 303 492 5537 • vcaa@colorado.edu