



November 6, 2023

Re: Charge to the Provost and Senior Vice-President of Academic and Student Affairs Search Committee

To the members of the Provost Search Committee:

The search committee is charged to recommend to the President finalists to serve as Chicago State University's next Provost and Senior Vice-President of Academic and Student Affairs. The candidates must be highly qualified to lead the University's management and innovation of these areas in the coming years. At the time of recommending candidates to the President, an unranked evaluation of each candidate's strengths and areas for development will be provided to the President in a confidential meeting with the co-chairs. The President retains the right to appoint the position.

The search must be conducted with careful attention to and input from the University's many constituencies. Toward that end, the committee will give each constituency ample opportunity to hear from the finalists in a campus presentation and further provide views on candidate qualifications using a system for feedback approved by the search committee in consultation with the search consultant.

The committee itself is broadly representative, but individual members are not charged with representing a constituency. Each of you represents the institution as a whole, and your single charge is to work together to find a great new Provost for the University.

Working in concert with the executive search consulting team from Academic Search, the search committee will evaluate candidates in alignment with the position profile and the desired attributes and skill sets in candidates. This profile will guide the search and selection process. It will be shared with both prospective and actual candidates, nomination sources, and with the broader Chicago State University community.

The committee, guided by your co-chairs and working with the support of Academic Search firm, will undertake an active national search to identify a diverse field of promising candidates. Through a review of application materials, interviews, referencing, and additional information provided by our executive search consultants, the search committee will narrow the field to a slate of recommended candidates.

It is the aim of the committee to conduct a search whose process is thoroughly transparent, but with the understanding that the identities of those applying for the position must be kept completely confidential. Accordingly, throughout the process, and forever after, the search committee and its staff will commit to complete confidentiality as to the names of the candidates, the nature of the committee's deliberations, and the details pertaining to the selection.



Subject to this constraint, the co-chairs of the search committee will make periodic reports to the President about the progress of the search. Only the committee co-chairs and the President will comment outside committee meetings on any aspect of the search.

The next Provost is expected to be announced during the late spring of 2024 and to assume office in the summer of 2024. The new Provost will be assisted in transition to the position by outgoing Interim Provost Dr. Leslie Roundtree. Upon successful conclusion of the search, the Committee's work will end and the Committee will be dissolved.

In service,

A handwritten signature in black ink, appearing to read 'Zaldwaynaka Scott, JD', written in a cursive style.

Zaldwaynaka Scott, JD  
President  
Chicago State University