



MEMORANDUM

GARY L. MILLER  
*Chancellor*

TO: See Distribution  
FROM: Gary L. Miller *Gary L. Miller*  
DATE: January 7, 2109  
SUBJECT: Appointment of Committee; Charge

Thank you all for agreeing to serve on the Provost and Vice President for Academic Affairs Search and Screen Committee. I have elected to appoint a large committee for this very important search in order to ensure the broadest discussion of potential candidates.

The Provost & Vice Chancellor at UW-Green Bay serves as the Chief Academic Officer and senior member of the Chancellor's Cabinet. The University of Wisconsin-Green Bay is an institution in the midst of dramatic and exciting change. Ultimately, all major university issues require the input of, and often action by, the Provost. The Provost is second to the Chancellor in management and leadership responsibility, and thus is required to publicly represent the University in many venues. The leadership of the Provost is essential for the University to meet its vision.

The Search and Screen Committee is tasked with recruiting and vetting a broad and diverse pool of candidates with the characteristics and experiences that will enable them to successfully lead Academic Affairs and the University to meet the demands of a challenging, changing and increasingly competitive higher education landscape.

Search and Screen Committee Chair Sheryl Van Gruensven was selected with specific intent to initiate this search, and she is authorized to conduct the search and direct the committee as necessary to accomplish this. She will interact with the Chancellor's staff and serve as a liaison between the committee and the Chancellor. The committee was selected based upon the recommendations of the governance committees and is expected to represent the good of the institution in the broadest sense. Dr. Jan Greenwood, Shelley Feather, and Rick Kemp of Greenwood/Asher and Associates will assist with this important search. Members of the Search Committee should draw on their expertise at all stages of the process.

To complete your work, the committee is charged with the following:

- The committee shall act in a professional manner holding appropriate confidences before, during and after the process as appropriate for any personnel matter.
- Committee members are expected to modify their schedules to attend Search and Screen Committee meetings or provide input on candidates to the Search and Screen Chair.
- The committee shall work with and observe all HR, legal and institutional policies throughout the process.

I N N O V A T I O N

T R A N S F O R M A T I O N

P L A C E

- The committee shall, with search firm assistance, seek input from the university community as to the desired and essential characteristics of the position, with special attention to our strong institutional commitment to diversity and inclusive excellence.
- The committee shall provide input and suggestions, in collaboration with the Chancellor and search firm assistance, to the job description, job announcement and institutional profile.
- The search shall be national in scope and as wide-ranging as possible.
- The committee shall partner with the search firm to identify potential nominees and encourage applications from a broad and diverse pool.
- The committee shall screen applications/nominations with help of the search firm to identify an initial group of high interest candidates to interview at a neutral location. The committee, or a subset of the committee, will be active in those confidential interviews as well as reference checking.
- The committee shall deliberate, consider all input as well as their own insights and bring forward detailed statements or lists of strengths and weaknesses as well as a determination of acceptable or not acceptable for each of the finalists. I may meet with the committee after the completion of finalist interviews to gain the perspectives of the group.
- The committee shall submit at least two, but more are acceptable, unranked final candidates who the committee believes offer the strongest set of experiences, competencies and attributes to serve as Provost & Vice Chancellor for Academic Affairs.

These final tasks will conclude the committee’s formal activities.

Distribution:

<b>Name</b>	<b>Principal Constituent</b>
Gaurav Bansal (AECBS)	Faculty
Mussie Teclezion (AECBS)	Faculty
Bryan Carr (CAHSS)	Faculty
Ryan Currier (CSET)	Faculty
Woo Jeon (CSET)	Faculty
Michael Draney (CSET)	Faculty
Jennifer Flatt (CAHSS; UWGB Marinette)	Faculty
Adam Gaines (CAHSS)	Faculty
Jon Shelton (CAHSS)	Faculty
Courtney Sherman (CAHSS)	Faculty
Christine Vandenhouten (CHESW)	Faculty
Mimi Kubsch (CHESW)	Faculty
Cordero Barkley (COT; Alum)	Council of Trustees/Community/Alumni
Rachele Bakic (CEO; UWGB Manitowoc)	Branch campuses
Brenda Beck (Dean Assistant)	University Staff
Abbie Wagaman (SGA President)	Students/SGA
Diane Ford (COT; Alum)	Council of Trustees/Community/Alumni
Susan Gallagher-Lepak (CHESW)	Deans
Kathryn Rogalski (VP Learning; NWTC)	Higher education partners
Emily Walczak (student; Business)	Students
Bobbie Webster (Cofrin Center Biodiversity)	Academic Staff
Sheryl Van Gruensven (VC Business & Finance)	Committee Chair/University administration