

Auburn University Administrator Hiring Guidelines

The following Administrator Hiring Guidelines were approved by the President and Provost on November 18, 2012 with the endorsement of the University Senate.

These guidelines and procedures apply to hiring administrators at or above the level of Department Head/Chair:

1. Open administrative positions shall be filled by conducting an open, position-appropriate search utilizing a search committee with administrative, faculty, and staff composition as appropriate for the position under consideration.
2. Internal candidates from Auburn University are encouraged to apply for open positions, but must interview on a competitive basis with all external candidates.
3. A candidate search shall be completed within 12 months of its initiation. If necessary, an interim or termed appointment can be made to temporarily fill the position while the search is conducted.
4. No individual shall serve in an interim or termed position for a period of more than 12 months. It is preferable that sitting interims resign prior to seeking the permanent position.
5. Interim or termed appointments should also involve a local search process, and a search committee to review applicants and make a rapid recommendation as appropriate.
6. Deviation from the above guidelines by the appropriate authority shall be made with notification of and input from the affected faculty and/or search committee. Such deviations may include but are not limited to the election of a department chair (as opposed to the hiring of a department head). Where appropriate, Senate leadership should also be informed of such deviations.