

**PALMETTO COLLEGE CHANCELLOR ELKINS'S CHARGE
TO THE SEARCH COMMITTEE FOR THE
DEAN, USC SALKEHATCHIE**

Thank you for agreeing to serve on the Search Committee to fill the position of Dean, University of South Carolina (USC) Salkehatchie.

I charge each of you with maintaining the highest standards of integrity and character in the search for the person to fill this highly influential role.

The successful candidate for Dean will be a visionary, innovative, enthusiastic, and student-centered leader. The candidate should possess a record of academic administration and teaching excellence, multi-disciplinary collaboration, and inclusive decision-making. The ideal candidate must successfully engage and collaborate well with various stakeholders – faculty, staff, students, fellow administrators, and community members- to build a vision for the university that emphasizes academic excellence. In this significant role as Dean, USC Salkehatchie, the individual must have the competence and character to:

- 1) Provide leadership in the development, implementation, and review of academic and administrative policies and procedures in all significant areas of operation (i.e., student, instructional, administrative, business, financial services, and auxiliary services)
- 2) Administer all academic and non-academic programs
- 3) Serve as the principal administrator for all physical plant operation and maintenance
- 4) Lead and direct all campus outreach activities, including serving as the principal representative of the campus and the university in relations with local external agencies (e.g., advisory boards, alumni, legislators, media, community leaders, business, and professional organizations, etc.)
- 5) Identify community programmatic needs, obtain financial support, and maintain a base of public community support; serve as primary advocate and spokesperson for the campus
- 6) Interpret and implement university policy at the local campus level; provide leadership in establishing campus objectives and goals; develop and manage all resources essential to the achievement of campus objectives and goals
- 7) Oversee the fiscal management of the campus; develop and implement capital expenditure programs; develop, manage, and review budgets
- 8) Serve on various department, division, and university committees; represent the campus at appropriate university bodies, committees, councils, etc.

The ideal candidate must demonstrate experience as both a team member and team leader, should understand the importance of both budget and human resources management, have a demonstrated commitment to diversity, equity, and inclusion, promote and encourage critical thinking, be able to attract external funding, create and strengthen ties with the community, and possess effective communication skills.

Under the leadership of the Chair, Dr. John Catalano, Associate Provost Palmetto College, and Interim Dean, USC Salkehatchie, this committee will be responsible for leading the search and fulfilling the charge to this committee.

The chair will serve as the committee's primary contact with me and my office. They will ensure the committee conducts a search guided by the following principles:

- The committee shall adhere to the position description, criteria, desired and essential characteristics, and the position advertisement with attention to our strong institutional commitment to diversity and excellence.
- The search shall identify the absolute best candidates.
- The committee shall act professionally, holding appropriate confidences before, during, and after the process as befitting a personnel matter.
- The committee shall observe all Human Resources policies and procedures and legal and institutional guidelines throughout the process and has my administration's complete confidence and support.
- The committee shall screen applications and identify an initial group of high-interest candidates to interview. Then, the committee will be active in those confidential interviews and reference checking.
- The committee shall recommend a subset of three (3) top unranked candidates invited to campus for interviews and vetting.
- The committee shall serve as hosts, coordinators, and honest brokers to collect feedback from all the stakeholders related to these short-listed candidates.
- The committee shall deliberate, consider all input and their insights, and bring forward to the Chancellor their collective observations and insights to inform the final selection by the Chancellor.
- The committee shall identify and recommend to the Chancellor the slate of three unranked candidates to serve as Dean, USC Salkehatchie.

If possible, the search process and recommended slate to the Chancellor ideally should be completed no later than April 30, 2022.