CHARGE TO COMMITTEE

Colleagues:

I extend my deepest thanks to each of you for agreeing to serve on the Executive Vice President and University Provost Search Committee. I am confident that this position will be very attractive to candidates.

The job of provost is complex. A provost must have a commitment to scholarship of the highest caliber, the vision to energize and support scholarly achievement in all its diversity, a skillset as a manager and coach in the development of a very large team, and the ability to ensure administrative excellence for the many reporting units in the Office of Executive Vice President and University Provost (EVPUP). Identifying individuals with the leadership skills to accomplish these tasks is the goal of this search.

The charge to you collectively as the search committee is the following:

- To identify and hear from the key stakeholder groups the EVPUP must engage for success in the role;
- To proactively seek out a broad pool of qualified individuals and encouraging them to become candidates;
- To work with the search firm of R. William Funk & Associates to place ads in the appropriate venues and send announcements of the position to other institutions;
- To help those who apply to understand the opportunities at UofL and encourage suitable individuals to remain candidates;
- To solicit references from those who know the candidate's capabilities;
- To undertake a thorough and multi-stage process of vetting candidates, focusing on the key success characteristics;
- To recommend to me the three to five candidates who should be brought to campus for interviews;
- To arrange the campus visit for invited finalists so that all key stakeholder groups, leadership, and I have a full opportunity to meet all the candidates and judge their abilities;
- To determine whether the finalists have the qualifications to be provost and to convey your analysis to me about their strengths and weaknesses in an unranked list of all viable finalists.

I ask of each of you to ensure that this opportunity is actively and aggressively called to the attention of those stellar candidates. We are particularly concerned that highly qualified women and members of underrepresented minority groups be brought into the applicant pool. The university will be well served if we begin with the best possible pool of applicants.
From the beginning of the search until a specific candidate is brought to campus for an interview, it is critical that we maintain confidentiality. Those in significant positions of authority will be reluctant to apply and remain candidates unless we can guarantee that their identities will be closely held. I ask that the committee safeguard the names and resumes of applicants, ensuring that those to whom you make inquiries about an applicant's qualifications also agree to maintain the confidence. The university will release the name and resume of each candidate invited to campus to the faculty, staff and students prior to the on-campus interview.

Search committees often worry that the university cannot or will not make a competitive offer to top candidates. We can and we will. We do not advertise the salary range, as it would have to be so wide as to be meaningless. This is not to say that our budget is unlimited. There are clearly salary levels that we will not pay, but we can be competitive with provost salaries nationally.

I appreciate your consideration of the issues noted in this letter as you proceed with the search process. Thank you again for your time and commitment to UofL’s future.

Sincerely,

Neeli Bendapudi, President