To: Full-Time Faculty

From: James Roach R. Roach

Date: November 27, 2001

Re: Search Committees for Dean of Graduate & External Programs, Dean of Student Affairs and Dean of Arts & Sciences

The University will begin conducting three management recruitment processes within the next month. The first recruitment process is for the Dean of Graduate & External Programs. This position will be responsible for the oversight of the University’s graduate programs and the management of extension campuses for WCSU. The second recruitment is for the Dean of Student Affairs. Dean Wilds has announced her intention to retire after a long and distinguished service at the University. The third position is the Dean of Arts & Sciences. Dr. Carol Hawkes has accepted the position of Associate Vice President for Academic Affairs and will begin in that position on June 28, 2002. It is our intention to place job announcements for these three positions in various publications with a deadline for applications near the end of the calendar year. The anticipated start date for each position is July 1, 2002.

I would like to begin placing together search committees for all three searches. The search committees would begin their work shortly after January 1, 2002 and it would likely continue through February and possibly into early March. The search committees will likely need to be available during some evenings.

If you would like to serve on either the Dean of Graduate & External Programs, the Dean of Student Affairs, or the Dean of Arts & Sciences search committees, please send Ms. Mary Sergi, Administrative Assistant to the President, your name and the search committee that you are interested in serving on no later than Friday, December 14, 2001. This will allow me to staff the search committees and have them ready to begin their work so that we can have these positions filled by July 1, 2002.

Thank you for your consideration in this matter.

c: W. Bernstein
    E. Buccini