



WAYNE STATE
UNIVERSITY

Division of Finance and Business Operations

Procurement & Strategic Sourcing
5700 Cass Avenue, Suite 4200
Detroit, Michigan 48202
(313) 577-3734

September 13, 2024

RE: Associate Dean, School of Information Sciences

To Whom It May Concern:

Wayne State University is seeking an individual to fill the position Associate Dean, School of Information Sciences. Your firm was suggested as one of several to submit a quotation to conduct an executive search for a highly qualified individual to fill this position. This letter serves as a request for proposal and references for this purpose.

The Position Description is enclosed with this letter, and we anticipate an annual compensation of approximately \$175,000 commensurate with experience.

If you are interested in working with Wayne State University to locate and hire the best person for this important position, please submit your quotation for services and fees along with references for similar hires and your letter of engagement to the University Procurement & Strategic Sourcing. Delivery of Proposals are by electronic submission. The link for submission will be posted with the RFP details at <http://go.wayne.edu/bids>. When visiting the Website, click on the "Service" link in green. You can also use the following link to directly access the submission form: <https://forms.wayne.edu/66e0b4c1e9aa4>.

Please respond to this request by 2:00 p.m. E.S.T. on September 27, 2024, as follows:

Wayne State University
Attn: Miriam Dixon
Online Submission Link:
<https://forms.wayne.edu/66e0b4c1e9aa4>

Thank you for your interest in doing business with Wayne State University. Should you have any questions or concerns, please contact me.

Sincerely,

Miriam Dixon

Miriam Dixon
Associate Director
Procurement & Strategic Sourcing

Enclosure

cc: Rachel Beatty, Director Library Business Affairs, Deans Office University Library
Kenneth Doherty, Assistant Vice President, Procurement & Strategic Sourcing

Wayne State University
Associate Dean, School of Information Sciences
Executive Search Services

This section of the RFP lists requirements that require specific written responses or confirmations. To be considered for selection, the search firm must demonstrate in their proposal that it meets the following requirements and has provided all required information.

SCOPE OF WORK

The University is seeking a full-service Executive Search Firm to execute a successful search for our next **Associate Dean, School of Information Sciences**. The salary for this position is anticipated to be approximately \$175,000, commensurate with experience. The consultant will be expected to undertake, at a minimum, the design and execution of all steps to define the search, development of a collaborative description of duties for the position, find and recommend potential candidates that meet all requirements for the position to the University.

This position will be posted on the Wayne State University online hiring system. The final candidate must complete an online application in the System and submit his or her resume in accordance with University policy. Any and all applications will be forwarded to the selected search firm for consideration. If feasible, the awarded firm will be given Guest Access to the University's online hiring system to view applications as they come to the University.

Key Project Deliverables

The selected search firm shall have extensive experience in performing searches for higher education clients, preferably with specific experience in recruiting for the highest-level executive positions for colleges and universities. The search firm must demonstrate an understanding of higher education search processes and should also have a proven national presence and capability to identify and recruit not only those individuals who may be in the job market, but those who may not be actively searching for a new position.

We ask that your proposal include the following information.

1. A brief description of your firm, including information relating to its organization and management practices.
2. Your firm's experience with urban research universities, if any.
3. Your firm's experience with successful placements for positions similar to the one for this RFP, and the names of those institutions in which those individuals were placed.
4. The name, biography and resume of the lead consultant who would be assigned to work with us, should your firm be successful in obtaining this contract.
5. An overview of how your firm views the role of the search committee members in the search, and the process you will use to build a pool of qualified candidates.
6. A list of at least three references from clients, including point of contact, company name, address, phone, and email.

A schedule of fees. In addition, an explanation of your billing practice should be provided in case of a failed or incomplete search (i.e., no candidate selected) or the case of a successful candidate who leaves in less than a year.

General Information

The University reserves the rights to accept, reject, modify, and/or negotiate any and all proposals received in conjunction with the Request for Proposal. It reserves the right to waive any defect or informality in the Proposals on the basis of what it considers to be in its best interests. Any proposal may be rejected which the University determines to be incomplete, conditional, obscure, or has irregularities of any kind.

This Request for Proposal (RFP) in no manner obligates the University to the eventual purchase of any services described, implied, or which may be proposed, until confirmed by written agreement, and may be terminated by the University without penalty or obligation at any time prior to the signing of an Agreement or Purchase Order.

Proposals are subject to public review after the contracts have been awarded. Firms responding to this RFP are cautioned not to include any proprietary information as part of their Proposal unless such proprietary information is carefully identified as such in writing, and the University accepts, in writing, the information as proprietary.

If you have any questions regarding this bid, please contact me by email at miriam.dixon@wayne.edu.

Please respond to this request by 2:00 p.m. E.D.T. on September 27, 2024, as follows:

Wayne State University
Attn.: Miriam Dixon
Online Submission Link:
<https://forms.wayne.edu/66e0b4c1e9aa4>

JOB DESCRIPTION

Associate Dean, School of Information Sciences (SIS)

Wayne State University invites applications and nominations for the Associate Dean position in the School of Information Sciences (SIS). Reporting to the Dean of the School of Information Sciences and the Wayne State University Library System (ULS), this is a unique leadership opportunity for an experienced, nationally recognized leader to help grow the school and to provide oversight for its academic programs. It is also an exciting time at Wayne State University, which is Michigan's premier urban research university located in the Cultural Center and Midtown, the epicenter of Detroit's renaissance. Wayne State University has a strong urban commitment and has 29,000 full and part-time students.

The School of Information Sciences (SIS) is home to two master's degrees: a master's in Library and Information Science (LIS) that is fully accredited by the American Library Association (ALA); and a new master's in Information Science (IS). SIS can trace its origins to 1918 and has been continuously accredited by ALA since 1967. As a leader in online graduate programs in the country, the School is an exemplar of exceptional online instruction at Wayne State University. Faculty research and teaching span numerous specialties including: Public Libraries, School Libraries, Academic Libraries, Services to Children and Young Adults, Health Informatics, Data Analytics, Archives, Human Computer Interaction, and Web Architecture. The School is a member of the iSchools consortium with a large student enrollment of students from more than 40 states as well as Washington, D.C., Canada, Europe and the Middle East. For more information about the School of Information Sciences, please visit our website at <http://sis.wayne.edu>. Along with the Dean of ULS and the SIS faculty, the successful candidate will lead the School as we build on existing strengths and create an exciting, sustainable vision for the School's degree programs. The Associate Dean will influence library leadership as a member of the Dean's Leadership Council, build strong working relationships with campus departments, facilitate new collaborations, expand joint programs with other colleges, and develop entrepreneurial ideas that support services which benefit both units as well as the university.

Responsibilities

The Associate Dean oversees the management of the School of Information Sciences. This includes management of the school's budget, oversight of enrollment management functions, and enhancement of the school's resources through enrollment growth, fundraising, and grant seeking. The Associate Dean will be responsible for organizational development, including the advancement of inclusive excellence. The Associate Dean will provide leadership in outreach efforts, foster excellence in teaching and research, including the innovative use of technology and interdisciplinary collaborations. The Associate Dean is responsible for maintaining a culture of transparent decision-making and shared governance. The Associate Dean is

responsible for leading all planning and accreditation efforts and teaches one class per year in either fall or winter semesters.

Qualifications

- Earned doctorate in LIS/IS or a related field.
- Demonstrated record of achievement necessary for appointment at the rank of Full Professor with tenure
- Recent administrative experience in an information school or other academic unit
- Demonstrated commitment to shared governance
- Demonstrated achievement in inclusive excellence
- Demonstrated communication and interpersonal skills, ability to work in teams, and ability to work across organizational boundaries to achieve goals
- Demonstrated understanding of the service role of an urban institution
- Demonstrated experience developing and growing academic programs
- Demonstrated experience with budget management.

Preferred Qualifications

- Demonstrated innovative thinking and creativity in generating resources to support the school through entrepreneurship, grant writing and generating research funding
- Demonstrated experience managing academic programs in an online environment
- Demonstrated experience in enrollment management.
- Demonstrated knowledge of higher education trends
- Demonstrated knowledge of online pedagogy and instructional technologies

About Wayne State University

WSU is a nationally recognized public research university with an urban teaching mission. WSU is a public Carnegie Doctoral/Research Extensive institution with 13 academic schools and colleges offering more than 350 undergraduate, graduate and professional degrees. WSU is home to nearly 28,000 students from nearly every state and 60 countries – the most diverse student body among Michigan’s 15 public universities:

- One of the nation's 50 largest public universities, with Michigan's most diverse student body.
- Approximately 350 degree and certificate programs in 13 schools and colleges.
- Annual research expenditures of \$244 million.
- More than 500 student organizations.
- Affiliations with more than 100 institutions worldwide.
- Classified as "doctoral university: very high research activity" by the Carnegie Classification of Institutions of Higher Education.
- Wayne State is a partner with Michigan State University and the University of Michigan in the University Research Corridor, helping create a vibrant state economy.
- More than 1,900 new jobs created through TechTown, Wayne State's research park and business incubator.
- A leader in green technology, the College of Engineering was first in the nation to launch an electric-drive vehicle engineering program and offer an alternative energy technology master's program.
- Study abroad opportunities in 16 countries on five continents.
- Eighty percent of Wayne State Law School graduates live and work in Michigan.

Non-Discrimination

Wayne State University is an Equal Opportunity Employer. Wayne State complies with all Federal and state rules and regulation and does not discriminate on the basis of race, color, sex (including gender identity),

national origin, religion, age, sexual orientation, familial status, marital status, height, weight, disability, or veteran status.