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| **Division of Finance and Business Operations** |  | **Procurement & Business Services****5700 Cass Avenue, Suite 4200****Detroit, Michigan 48202****(313) 577-3734**  |

**August 21, 2023**

**RE: Associate Dean for Research for the College of Nursing**

To Whom It May Concern:

Wayne State University is seeking an individual to fill the position of Associate Dean for Research for the College of Nursing. 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 $180,000 - $200,000, 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 & Business Services office. Delivery of Proposals are by electronic submission. The link for submission will be posted with the RFP details at [**http://go.wayne.edu/bids**](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/64e34928c7016>.

**Please respond to this request by 2:00 p.m. E.S.T. on September 01, 2023,** as follows:

Wayne State University

Attn: Kenneth Doherty

Online Submission Link:

<https://forms.wayne.edu/64e34928c7016>

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

Sincerely,

**Kenneth Doherty**

Kenneth Doherty

Associate Vice President

Procurement & Business Services

Enclosure

cc: Shelley Clifton, Director, Business Affairs / College of Nursing

**Wayne State University**

**Associate Dean for Research for the College of Nursing**

**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 for Research for the College of Nursing.** The salary range for this position is anticipated to be approximately $180,000 - $200,000, 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 meby email at **ken-doherty@wayne.edu.**

**Please respond to this request by 2:00 p.m. E.D.T. on September 01, 2023,** as follows:

Wayne State University

Attn.: Kenneth Doherty

Online Submission Link:

<https://forms.wayne.edu/64e34928c7016>

**Position Purpose**

**Associate Dean for Research for the College of Nursing**

Provide leadership, plan and monitor the research programs of the College of Nursing. Direct and promote activities to meet established College of Nursing goals and objectives. Provide a climate which promotes individual and group research development and fosters collaborative effort.

**Major Duties and Responsibilities:**

* Provide leadership and facilitate research development;
* Implement policies and procedures designed to support and contribute to the achievement of the research mission of the College;
* Review and evaluate the College’s research productivity;
* Maintain research productivity consistent with the College and University goals;
* Act in leadership capacity working with faculty, students, staff and outside organizations to develop and promote understanding and support for research programs;
* Disseminate information regarding program policies and procedures;
* Actively participate in committees and task forces, maintain professional memberships and attend regional and national meetings to represent the interests of the College and maintain awareness of current and future directions in education;
* Maintain awareness of current funding opportunities, funders’ strategic priorities and promote faculty research efforts directed to contemporary research priorities;
* Seek external funding for proposed programs;
* Provide reports and information regarding program participants and activities;
* Serve as a role model for faculty and students through ongoing research and teaching activities;
* Control, direct, manage and evaluate the resources of the Office of Health Research;
* Demonstrate the communication and leadership skills necessary to cultivate an environment of excellence and collaboration to augment the college’s academic, research, clinical and service endeavors;
* Demonstrate the understanding of the management issues in a highly complex academic environment;
* Demonstrate senior-level leadership skills, including strategic partnership, negotiation and change management skills;
* Demonstrate a high level of diplomacy and establish a culture of integrity; and
* Perform related work as assigned.

**Qualifications:**

* Licensure in the State of Michigan, as a Registered Nurse
* An earned Ph.D. in Nursing or related discipline
* A CV commensurate with appointment at senior faculty rank with tenure at Wayne State University.
* Research experience, with experience as principal investigator of externally funded projects.
* Graduate teaching experience in a research intensive university setting.
* Demonstrated leadership skills.
* Ability to instill confidence in others.
* Previous experience as an academic administrator preferred.

**About the College of Nursing**

The mission of the WSU College of Nursing is to create and translate knowledge and to educate a diverse student body prepared to excel as clinicians, scholars, and leaders who improve health in local and global communities. In recognition of our efforts, the College is consistently ranked among the top nursing graduate schools in the nation by U.S. News & World Report.

Our faculty aid in the development of new nursing knowledge through the conduct of research that focuses on urban health. Our researchers study the determinants and distribution of health and disease in populations living within an urban context. Within that broad focus, researchers address areas such as: effects of stress on health; wellness: health promotion/illness prevention; self-management of chronic conditions; symptom science; and end-of-life and palliative care.

Our dedication to student success and our state-of-the-art learning environment combine to produce graduates who are prepared to be nurse leaders in research, education and practice. Located in Midtown Detroit, the College of Nursing's faculty and students serve diverse populations while promoting community and urban health.

**Academic Programs**

The following programs, accredited by the Commission on Collegiate Nursing Education, are offered by the College of Nursing: Bachelor of Science in Nursing, Master of Science in Nursing, Post-Masters Certificates, and a Doctor of Nursing Practice. A Doctor of Philosophy in Nursing degree and Post-doctoral studies are also offered. Visit nursing.wayne.edu to learn more about the pathways and clinical specialties offered.

**Why Wayne State? Academic excellence, diversity, and location.**

The College of Nursing and WSU share a strong multicultural urban research, teaching, and service mission and agenda. Our student body is the most diverse in Michigan.

**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.

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