



WAYNE STATE  
UNIVERSITY

Division of Finance and Business Operations

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

October 11, 2022

**RE: Dean of University Libraries and School of Information Science**

To Whom It May Concern:

Wayne State University is seeking an individual to fill the position of Dean of University Libraries and School of Information Science. 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 \$250,000 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/6344396a35ffb>.

**Please respond to this request by 2:00 p.m. E.S.T. on October 25, 2022, as follows:**

Wayne State University  
Attn.: Miriam Dixon  
Online Submission Link:  
<https://forms.wayne.edu/6344396a35ffb>

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: Lisa Shrader, Assistant Vice President, Academic Administration  
Kenneth Doherty, Assistant Vice President, Procurement & Strategic Sourcing

**Wayne State University**  
**Dean of University Libraries and School of Information Science**  
**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 **Dean of University Libraries and School of Information Science**. The salary range for this position is anticipated to be approximately \$250,000, 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](mailto:miriam.dixon@wayne.edu).

**Please respond to this request by 2:00 p.m. E.D.T. on October 25, 2022, as follows:**

Wayne State University  
Attn.: Miriam Dixon  
Online Submission Link:  
<https://forms.wayne.edu/6344396a35ffb>

## **JOB DESCRIPTION**

### **Dean of University Libraries and School of Information Science**

Wayne State University, a leading public urban research university, invites inquiries, nominations, and applications for Dean of University Libraries and the School of Information Science.

Committed to access, research and community, Wayne State serves a critical role within the education landscape of Michigan, and is one of a few institutions nationally to hold the highest Carnegie designation in research and community engagement. Just as the City of Detroit is undergoing a remarkable renaissance, the University is a preeminent urban research institution that serves the students of Detroit and the world.

The Dean of University Libraries and the School of Information Science serves as the chief academic officer and chief administrative officer for all of the university's libraries and the School of Information Science. Scholarly materials in the University Libraries offer total more than three million volumes, over 56,000 journal titles and a broad range of electronic resources, including electronic journals and over 800,000 e-books. The dean oversees four major administrative areas with a total operating budget of more than \$25 million: (1) four libraries, including two special libraries, a learning resources center and two off-campus service sites; (2) an ALA-accredited graduate school of library and information science with 450 graduate students; (3) the Walter P. Reuther Library of Labor and Urban Affairs, an internationally recognized archive; (5) the Detroit Area Library Network (DALNET), one of the nation's most progressive multi-type library systems.

The Dean will provide the vision, leadership, and coordination across these various units to support the university's strategic mission. University Libraries are central to Wayne's research, teaching, and outreach missions. Wayne State is seeking an individual with outstanding leadership and administrative skills and a strong commitment to collaboration, innovation and service to help define, articulate, plan and promote all areas of the Wayne State University Library System. Reporting to the provost, the dean will work closely with all academic and administrative units of the university to advance a forward-thinking vision for the university libraries, archives, and the School of Information Science and to promote their role as valued campus partners in the teaching, learning and research enterprise.

The successful candidate will be an experienced professional with a vision for the future of libraries and information sciences and the ability to articulate and inspire others to unite in achieving the vision. They will have earned a doctorate and extensive record of scholarly achievement in library and information science or a related field, had significant involvement in graduate education, and have qualifications for tenure at the rank of professor. They will exhibit a commitment to the mission of an urban university and to the promotion of diversity and multiculturalism among faculty, staff and students. The successful candidate will have demonstrated

abilities in academic leadership and administration, financial management and budgeting skills, the ability to develop and maintain relationships with alumni, citizens and stakeholders in the Detroit community and beyond, and a commitment to shared governance and a collaborative approach to working with other schools and colleges.

This search will be conducted with the utmost respect for confidentiality. It will continue until the position is filled. Interested individuals should provide a letter describing their interest in and qualifications for the position and a resume detailing work experience and chief accomplishments.

### **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.