

F98-2 Selection and Review of Administrators



I Administrator Searches and Appointments

1. Applicability. This policy applies to searches for and reviews of vice presidents, academic administrators (including the Dean of Continuing Education; the Chief Information Officer; and the Associate Academic Vice Presidents of Faculty Affairs, Institutional Planning and Academic Resources, Graduate Studies and Research, and Curriculum and Assessment), college deans, and the library director.
2. Vacancies and Initiation of Procedures. As soon as possible after it is known that a vacancy has occurred or will occur in any of these positions, the President shall cause a selection committee to be formed in accordance with these procedures.
3. Composition of Search Committee. Committees shall be large enough to allow for sufficiently broad representation, yet small enough so as not to be unwieldy. Faculty, students, and administrators shall all be represented. Consideration should be given to breadth of representation, with respect to lower as well as upper faculty ranks, area of management responsibility, and with respect to gender and ethnicity. Regular (tenured and tenure-track) faculty shall comprise a majority on all search committees. If appropriate, staff, alumni, and community representatives may serve on search committees. The search committee for college deans shall be composed of seven members: three tenured faculty who are not department chairs elected by and from the college faculty (but not more than one from any department); two department chairs from the college elected by its department chairs; one tenured faculty member from another college designated by the Provost; and one student. The committee may be expanded to eight members to include a representative of the community designated by the Provost. Elections for the three faculty representatives from the college shall be arranged and conducted by an ad hoc elections committee comprised of all department chairs in that college. Each department in the college shall nominate one student from its majors, and the Provost shall designate one student as a committee member from the departmental nominees.
4. Appointment. For all positions except decanal search committees, an open nomination process for potential committee members should be used. The Academic Senate shall publish notice of intention to appoint a search committee and shall solicit written nominations for membership on the committee from the University community. Committee members shall be selected from among those nominated by mutual consent of the president and the Executive Committee. If the president and the Executive Committee cannot arrive at mutual agreement, the president shall confer with the chair of the Senate to attempt to arrive at a mutually satisfactory course of action. Failing that, the president shall appoint the membership. The chair shall be selected by the president from the committee membership.
5. Scope and Procedures. The scope and procedures of the search process shall be determined by the committee after consultation with the President or his/her designee. The scope and procedures of the search, the target date for the report, the funds and clerical assistance available, the minimum requirements for candidates, the qualifications of the expected finalists, and other matters relating to the selection process should be discussed. The scope of the search shall always be as wide as feasible under

committee would best serve the interests of the University, before acting on that inclination the President shall:

- a. Consult with the Executive Committee of the Academic Senate, at which time both the report of the review committee and the reasons why the President is inclined to a decision other than that recommended would be revealed to and shared with the Executive