



San José State
UNIVERSITY

A campus of The California State University

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S06-3

At its meeting of March 13, 2006, the Academic Senate passed the following Policy Recommendation presented by Senator Parsons for the Organization and Government Committee.

POLICY RECOMMENDATION:

SELECTION AND REVIEW OF ADMINISTRATORS

Whereas, the policy on selection and review of administrators was last revised in 1998, and

Whereas, a rearrangement of responsibilities and a clearer definition of the scope of the policy and of certain of its terms is now appropriate, and

Whereas, the expanded activities of the university indicate that broader participation of staff and commun

Selection and Review of Administrators

I. Academic Administrator and Vice President Searches and Appointments

1. Applicability. This policy applies to searches for and reviews of Management Personnel Plan (MPP) administrators who serve university-wide as vice presidents and those within the Academic Division including the Provost and all other associate vice president or equivalent positions such as Vice Provosts, and Associate Vice Presidents of Faculty Affairs, Graduate Studies and Research, International and Extended Studies, Undergraduate Studies, the college deans, and the Dean of the University Library. Where not otherwise specified, the words 'academic administrators' as used in this policy means all those listed in the Academic Division listed above.

2. Vacancies and Initiation of Procedures. As soon as practical after it is known that a vacancy has occurred or will occur in any of these positions, the President (for all vice presidents) or the Provost (for all other offices) shall cause a selection committee to be formed in accordance with these procedures.

3. Composition of Search Committee.

a. Committees shall be large enough to allow for sufficiently broad representation, yet small enough so as not to be unwieldy. Faculty, students, staff, and administrators shall 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

Executive Committee. If the President and the Executive Committee cannot arrive at mutual agreement, the President (or Provost, if the search is not for a vice president) shall confer with the chair of the Senate to attempt to arrive at a mutually satisfactory course of action. Failing that, the President or Provost shall appoint the membership. The President or Provost shall select the committee chair from the committee membership.

5. Scope and Procedures. The President or Provost shall determine the scope and procedures of the search process in consultation with the committee. 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 the circumstances and shall be conducted in accordance with the University's policies and procedures on equal opportunity and diversity. Likely candidates must be interviewed. Provisions should be made for the campus community to meet the candidates. The deliberations and recommendations of the committee shall be confidential.

6. Committee Recommendations. At the conclusion of its search, the committee shall report to the President or Provost, without ranking, the names of the best-qualified candidates. The President or Provost shall meet with the committee to discuss its recommendations. Members of the committee shall not take part in negotiations with a candidate unless requested to do so by the President or Provost. The search committee's records shall be turned over to the President or Provost with its report. Upon delivery of the committee's report to the President or Provost all committee records shall be destroyed.

7. Action by the President. The President or Provost may appoint any person recommended by the committee. If the President or Provost decides not to appoint, or is unable to appoint, any of the recommended candidates, the President or Provost may ask the committee to extend the search, or the President or Provost may consult with the Senate Executive Committee regarding appointment of a new selection committee for a new search, consistent with the provisions of this policy.

8. Interim Appointments. An interim appointment occurs when a position covered by this policy has or will be vacated and there is insufficient time or it is otherwise impractical to complete the normal search process explained above. The President or Provost, in consultation with the elected members of the Senate Executive Committee, may make interim appointments. Alternatively, at the discretion of the President or Provost, the selection of an interim appointee may consist of a selection committee process wherein the interim position is announced campus-wide and interviews are to be held. While there is no requirement to announce the position off-campus, such announcement is not prohibited. The search committee must be no smaller than three people and will be selected by the President or Provost in consultation with the elected members of the Senate Executive Committee. Interim appointments usually are for a period of one year, unless a different period is specified at the time of the appointment. An interim appointment may be renewed or extended by the President or Provost as needed in consultation with the elected members of the Senate Executive Committee.

9. Acting Appointments. The title "acting" (e.g., acting dean) shall be applied to an individual who is designated to act on behalf of an administrator covered by this policy, who is on a short-term absence (illness, vacation, etc.), on leave, or has left his/her position on extremely short notice. The President or designee in consultation with the elected members of the Senate Executive Committee may make an acting appointment. In an emergency, acting appointments may be made by the President or Provost (in consultation with the Chair of the Academic Senate if possible). Acting appointments usually are of short duration, lasting until either the incumbent returns or an interim appointment can be made according to the procedure described in this policy. In unusual circumstances, an acting appointment may be renewed or extended by the President or Provost in consultation with the elected members of the Senate Executive Committee.

II. Reviews of Administrators

1. Timing of Review. If the incumbent wishes to continue in his or her position beyond the sixth year, a review of the incumbent shall be initiated according to the provisions of this policy in the second semester of the fifth year of an incumbent's term. The review shall be concluded by the beginning of the

d. The President (for all vice presidents) or the Provost (for all other offices) shall again consult with the review committee to share his or her inclination and the reasons therefore.

6. Action of the President. Ultimate responsibility for the retention of administrators belongs solely to the President. If, after discussion with the review committee, the incumbent, and other appropriate sources of information, the President is inclined to believe a decision other than that recommended by the 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