

Repealed by [F98-2](#)

S82-6 Selection and Review of Academic Administrators

Legislative History:

At its meeting of March 29, 1982, the Academic Senate approved the following policy recommendations as presented by William Tidwell of the Professional Standards

named above, the President shall cause a selection committee to be formed in accordance with the procedures.

2. Composition and Appointment of Selection Committee

2.1 Composition.

The selection committee shall consist of five (5) tenured faculty, one of whom shall be a department chairperson, and two (2) administrators, at least one of whom shall be a school dean. In the cases of the AAVP/Graduate Studies and Research and the AAVP/Undergraduate Studies, one (1) member of the selection committee shall be a student. The AVP shall be a non-voting member of the selection committee. The committee shall elect its own chairperson.

2.2 Appointment.

The appointment process shall proceed in the following manner:

- a) At the request of the President, the Academic Senate shall publish notice of intention to appoint a selection committee and shall solicit written nominations for membership on the committee from the University community for other than student members. The nominees shall include tenured faculty and administrators.
- b) The Secretary of the Academic Senate shall provide the Senate with a list of the names of all student nominees and the list shall be published as an attachment to the Senate Minutes.
- c) The committee members, other than student members, shall be selected from the published list of nominees by mutual consent of a majority of the elected members of the Senate Executive Committee and the President. Student members shall be selected by the Associated Students.
- d) In the event that the elected members of the Executive Committee and the President are not able to agree on the membership of the committee, then the elected members shall appoint four (4) faculty, at least one of whom shall be a department chairperson, and the President shall appoint two (2) faculty and one (1) administrator.
- e) Immediately upon completion of the appointment process the Academic Senate Chairperson shall report the membership of the selection committee to the Senate and, through an attachment to the Senate Minutes, to the entire University community.

3. Consultation with President.

As soon as its members are chosen, the President shall convene a meeting of the selection committee to discuss the scope and procedures of the search, the target date for the report, the funds and clerical

assistance available, the qualifications expected of the candidates, and other matters relating to the selection process.

4. Scope and Procedures.

The scope and procedures of the selection process shall be determined by the committee after consultation with the President and with due regard for the time and resources available and the qualifications. The scope of the search always should be as wide as is feasible in the circumstances and shall be conducted in accordance with the University's Affirmative Action Policy. Initiation of the search always should be publicly announced and provisions made for the submission of names by the campus community. Likely candidates should be interviewed. If adequate recruitment funds are not available, the committee should explore other ways and means of meeting likely candidates. The deliberations and recommendations of the committee shall be confidential.

5. Committee Recommendations.

At the conclusion of its search, the committee shall report to the President the names of at least two, preferably three or four, candidates it considers most qualified to fill the position. The President shall meet with the committee to discuss its recommendations. The President may appoint any person recommended by the committee. Members of the committee shall not take part in negotiations with a candidate subsequent to the report unless requested to do so by the President. A selection committee's records shall be turned over to the President with its report.

6. Action by the President.

If the President decides not to appoint, or is unable to appoint, any of the recommended candidates, the President may ask the selection committee either to make further recommendations or to make a new search. If the President and the committee cannot reach agreement the President may initiate the formation of a new committee in accordance with these procedures.

7. Acting Appointments.

An acting appointment may be made by the President to fill a temporary vacancy in these offices. In making such an appointment, the President shall consult with the elected members of the Executive Committee of the Academic Senate. All acting appointments terminate after one year, unless a shorter time is specified at the time of the appointment. When the vacancy is such that a regular appointment can be made, the selection committee shall be appointed promptly. In unusual circumstances, an acting appointment may be renewed or extended for one additional term, with the same consultation as is required.

II. REVIEW

1. Duties and Responsibilities.

These academic administrators are administrative staff officers directly responsible to, and exercising the authority of the AVP. They have duties and responsibilities which vary according to the particular position involved. The duties and responsibilities are therefore described in separate job descriptions. These job descriptions are subject to modifications as the President may direct; the Academic Senate will be informed of any such modifications.

2. Timing of Review.

Academic administrators are appointed by and serve at the pleasure of the President. In the second semester of the fifth year of an incumbent's term, a review of the incumbent shall be initiated according to the provisions of this policy. The review shall be concluded early in the sixth year of the incumbent's term. The President may at any time initiate an interim review.

3. Appointment and Composition of Review Committee.

the evaluative criteria. All raw data collected for the review shall accompany, but not be part of, the review committee's report.

6.2 The report shall normally contain a specific recommendation by the review committee that the incumbent be reappointed or not be reappointed, with or without qualification. A majority vote of the review committee shall be sufficient to approve the report; the numerical vote shall be stated in the report. A minority report or reports shall be appended if requested by any member of the committee. Minority reports shall be seen by all members of a review committee.

6.3 Before the report is submitted to the President through the Academic Vice President, the review committee shall:

- a) Provide a draft copy of the proposed report to the incumbent;
- b) Provide the incumbent with an opportunity to meet with the review committee in order to discuss the report;
- c) Provide the incumbent with the opportunity to submit to the committee a written statement which shall become part of the report to the President.

7. Action of 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 to him or her by the committee would best serve the interests of the University, before acting on that inclination the President shall:

- a) Consult once again with the review committee to share his or her inclination and the reasons therefore, to ascertain if some mutually agreeable course of action or decision can be found upon which the President could act. Failing that, the President shall
- b) 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 Committee. The purpose of such a meeting would be to ascertain if some mutually agreeable course of action or decision can be found upon which the President could act. Failing that, the President shall
- c) Make such decision as he or she considers best for the welfare of the University and, for the confidential record, stipulate in writing the reasons for the decision of the President.

III. CONFIDENTIALITY

