Date: March 18, 2019

To: Veena Prabhu
Chair, Academic Senate

From: Sharon H. Ulanoff, Chair
Faculty Policy Committee

Copies: M. Caldwell, J. Lazo-Uy, R. Roquemore, V. Salcido, H. Riggio, L. Bermudez

Subject: Proposed Policy Modification for Chapter III of the Faculty Handbook
FPC 17-9.9: Appointment of Administrators—Formal and Informal Consultation; Ad Hoc Advisory Committees

On April 20, 2018 Faculty Policy Committee was charged with revisiting FPC 17-9.9: Appointment of Administrators—Formal and Informal Consultation; Ad Hoc Advisory Committees. Specifically we were asked to 1) expand the positions requiring formal and informal consultation including Associate Deans and other MPP positions with retreat rights; 2) deliberate about the pros and cons of adding the Vice Provost for Diversity and Inclusion, and University Chief Diversity Officer for certain (or all) MPP Ad Hoc Advisory Committees; 3) specifically state when a student can serve on a MPP Ad Hoc Advisory Committee; and 4) Review best practices for optimal size of such committees and modify the existing membership, if necessary.

FPC reviewed and deliberated about FPC 17-9.9: Appointment of Administrators—Formal and Informal Consultation; Ad Hoc Advisory Committees at several meetings beginning with the November 26, 2018 meeting. We consulted similar policies from California State University, Long Beach, Sacramento State University, Cal Poly Pomona, and California State University, East Bay. We also sought guidance from the American Association of University Professors regarding searches; there was no recommendation for specific size but rather that “a good process is more important than the size in determining a successful outcome.” In addition, we consulted with College Deans regarding the composition of the Ad Hoc Advisory Committee for Associate Dean positions.

At the meeting on March 4, 2019, FPC voted to approve policy modification FPC 17-9.9: Appointment of Administrators—Formal and Informal Consultation; Ad Hoc Advisory Committees. The committee also voted to send the policy modification ahead of the minutes.

The following points summarize the changes to FPC 17-9.9: Appointment of Administrators—Formal and Informal Consultation; Ad Hoc Advisory Committees

Lines 1-2: FPC recommends changing the title to better reflect the content of the policy.
Lines 22-24: This language adds the University Diversity Officer (e.g., Vice Provost for Diversity and Inclusion, and University Chief Diversity Officer) as an Ex-officio member of each MPP Ad Hoc Advisory Committee.

Line 25: This language is modified and moved from the footnote on line 89.

Lines 26 & 32: FPC added “including but not limited to” on line 26 and “or new positions of comparable rank” to this section to acknowledge that there may be additional positions that fall within this category.

Line 30: FPC removed the Vice President for Student Life here because it is the only one in this category that includes a student in the committee membership. We added this position as a separate item on lines 40-50.

Lines 36-37: This language is moved to lines 46-47.

Lines 40-50: This language is copied from lines 33-39 in order to specifically state that a student can serve on the committee.

Lines 51-61: This language is copied and moved from lines 80-87 to make the order of positions more logical.

Lines 68-69: This language adds one College Dean as a member of the committee.

Lines 73-78: This language addresses the addition of MPP Ad Hoc Advisory Committees for Associate Dean positions based on existing practices and consultation with College Deans and the Library Dean. We received feedback from four Deans. Three of the four recommended having one member appointed by the President, mirroring language from the Deans’ advisory committee.

Lines 79-87: This language was moved to lines 51-61 to make the order of positions more logical.

Line 89: FPC voted to remove this footnotes as the membership in the committees for Library Dean and Vice President for Student Life are spelled out in the specific sections. In addition, line 25 specifies that the Library is considered a college for this policy.

Lines 90-94: FPC voted to remove this footnote because how ballots are counted is addressed in the policy on elections.

Lines 101-02: FPC voted to remove the language about acting/interim appointments for one year or less since it is not always known how long the acting/interim appointment will last.

Line 113: This language was removed because the groups who will interview the candidates are determined by the President or designee.

Lines 147-54: FPC voted to remove this footnote because it addresses evaluation and not appointment of administrators.
AD HOC ADVISORY COMMITTEES FOR THE Appointment of Administrators: - Formal and  
Informal Consultation; Ad Hoc Advisory Committees

(Senate: 1/2/64, 1/6/66, 2/10/67, 12/2/69, 11/15/77, 1/13/98, 2/16/99, 7/16/03, 10/04/16;  
President: 1/2/64, 1/21/66, 2/22/67, 12/31/69, 11/21/77, 5/18/98, 3/31/99, 8/27/03,  
03/20/17; Editorial Amendment: 9/00, 8/01, 11/07)

FORMAL CONSULTATION IN APPOINTMENT OF ADMINISTRATORS

When an administrative vacancy requiring formal consultation is announced by the President,  
an ad hoc advisory committee will be established. All persons serving on such an ad hoc  
committee must recognize that their responsibilities include positive efforts to strengthen the  
University's commitment to inclusivity and diversity. Nominees for each committee shall:

a. possess specific knowledge or relevant experience;

b. agree that primacy will be given to the importance of the search process;

c. be available for selection committee meetings on Fridays as well as other times, as needed;

d. agree to maintain the confidentiality of the entire process.

Before recruitment for any position requiring formal consultation takes place, a job description  
detailing duties, responsibilities and qualifications, shall be established in writing by the  
appointing authority and reviewed with the Executive Committee of the Academic  
Senate. Subsequent to the establishment of an ad hoc advisory committee, explicit and  
reasonable criteria for evaluating applicants shall be established in writing by the ad hoc  
advisory committee. All applicants for a position shall be judged by the same criteria.

Each committee will include a majority of individuals who are tenured members of the faculty,  
as described below. THE UNIVERSITY DIVERSITY OFFICER OR DESIGNEE WILL SERVE AS AN EX-  
OFFICIO MEMBER OF EACH COMMITTEE. THE UNIVERSITY DIVERSITY OFFICER MAY ATTEND  
ALL MEETINGS TO ENSURE THAT SOUND RECRUITMENT PRACTICES ARE FOLLOWED.

FOR THE PURPOSE OF THIS POLICY, THE LIBRARY IS CONSIDERED A COLLEGE

a. For the central administrative positions INCLUDING, BUT NOT LIMITED TO of THE  
Provost/Vice President for Academic Affairs, Associate Vice President for Academic Affairs,  
Associate Vice President for Faculty Affairs, ASSOCIATE VICE PRESIDENT FOR RESEARCH,  
Vice Provost for Enrollment Services, Vice Provost for Planning and Budget, Vice Provost  
for Diversity and Engaged Learning, Vice President for Student Life, Dean of Undergraduate  
Studies, Dean of Graduate Studies, Director of Honors College, Dean of College of  
Professional and Global Education OR NEW POSITIONS OF COMPARABLE RANK:

1. four tenured faculty members (no more than two from any one college)* to be  
elected by the Academic Senate from the university at large.
2. two members appointed by the President from the university at large;

3. in the case of the Vice President for Student Life, there will be one student in good standing elected by the Board of Directors of the Associated Students, Inc.; and

3. at most one additional tenured faculty member appointed by the President or designee with the approval of the Executive Committee of the Academic Senate.

b. FOR VICE PRESIDENT FOR STUDENT LIFE

1. FOUR TENURED FACULTY MEMBERS (NO MORE THAN TWO FROM ANY ONE COLLEGE)* TO BE ELECTED BY THE ACADEMIC SENATE FROM THE UNIVERSITY AT LARGE;

2. TWO MEMBERS APPOINTED BY THE PRESIDENT FROM THE UNIVERSITY AT LARGE;

3. ONE STUDENT IN GOOD STANDING ELECTED BY THE BOARD OF DIRECTORS OF THE ASSOCIATED STUDENTS, INC.; AND

4. AT MOST ONE ADDITIONAL TENURED FACULTY MEMBER APPOINTED BY THE PRESIDENT OR DESIGNEE WITH THE APPROVAL OF THE EXECUTIVE COMMITTEE OF THE ACADEMIC SENATE.

c. FOR THE DEAN OF STUDENTS:

1. TWO TENURED FACULTY MEMBERS FROM DIFFERENT COLLEGES, TO BE ELECTED BY THE ACADEMIC SENATE FROM THE UNIVERSITY AT LARGE;

2. TWO STUDENTS IN GOOD STANDING, TO BE ELECTED BY THE BOARD OF DIRECTORS OF THE ASSOCIATED STUDENTS;

3. ONE TO THREE MEMBERS APPOINTED BY THE PRESIDENT FROM THE UNIVERSITY AT LARGE. FACULTY MEMBERS APPOINTED BY THE PRESIDENT SHALL BE TENURED; AND

4. AT MOST ONE ADDITIONAL TENURED FACULTY MEMBER APPOINTED BY THE PRESIDENT OR DESIGNEE WITH THE APPROVAL OF THE EXECUTIVE COMMITTEE OF THE ACADEMIC SENATE.

d. For College Deans and THE Dean of the University Library:

1. three tenured faculty members from the college/Library in which the vacancy exists, to be elected by the faculty of the college/Library, with no more than one from any one department/division/school; discipline;**

2. one tenured faculty member, not from the college concerned, to be elected by the Academic Senate;
3. ONE PERMANENT COLLEGE DEAN, NOT FROM THE COLLEGE CONCERNED,
   APPOINTED BY THE PRESIDENT;

4. one member appointed by the President from the University at large; and

5. at most one additional tenured faculty member appointed by the President or
designee with the approval of the Executive Committee of the Academic Senate.

e. FOR COLLEGE ASSOCIATE DEANS AND THE ASSOCIATE DEAN OF THE UNIVERSITY LIBRARY

1. THREE TENURED FACULTY MEMBERS FROM THE COLLEGE/LIBRARY IN WHICH
   THE VACANCY EXISTS, TO BE ELECTED BY THE FACULTY OF THE
   COLLEGE/LIBRARY, WITH NO MORE THAN ONE FROM ANY ONE
   DEPARTMENT/DIVISION/SCHOOL; AND

2. ONE MEMBER APPOINTED BY THE PRESIDENT FROM THE UNIVERSITY AT LARGE.

f. For the Dean of Students:

1. two tenured faculty members from different colleges,* to be elected by the
   Academic Senate from the University at large;

2. two students in good standing, to be elected by the Board of Directors of the
   Associated Students;

3. one to three members appointed by the President from the University at large.
   Faculty members appointed by the President shall be tenured; and

4. at most one additional tenured faculty member appointed by the President or
   designee with the approval of the Executive Committee of the Academic Senate.

*Faculty members in the Library and Student Life are considered a college for this purpose.
**Although the Academic Senate employs the preferential ballot with a single-transferable vote in all
   campuswide and University elections where a written ballot is used, the election of the three faculty
   members from a college to serve on the ad hoc advisory committee for the consultation on selection of
   a new college dean shall be governed by the rules, procedures, and precedents prevailing in the college
   involved.

Recommendations by a committee shall require the affirmative vote of A MAJORITY OF THE
MEMBERS. no fewer than four members in a five member ad hoc selection committees, and
the affirmative vote of no fever than five members in ad hoc selection committee of six or more
individuals.

Each such advisory committee will elect its own chair.

The above procedures will be followed in all cases, whether the appointment is a permanent or
an acting/ interim appointment., except that acting/interim appointments for one year or less
The committee will receive recommendations for the appointment to be filled from members of the faculty and administration. It will actively and expeditiously seek names of candidates, both on campus and off, and will screen them in order to help find the best persons for the position. It will be in constant consultation during this process with the President or designee.

The committee will be expected to interview finalist candidates on the campus. The committee in consultation with the appointing authority shall determine the extent of the interaction candidates will have with the broader campus community, including students and faculty.

At the invitation of the President or the committee, other interested individuals or groups will interview the candidates, depending upon time available and the degree of closeness of their working relationships with the appointee. Their reports, written where feasible, will be submitted to the committee and the President or designee.

Primacy will be given to the importance of the search process by members of the administration. Their reports, written when feasible, will be submitted to the President or designee.

Informal Consultation in Appointment of Administrators

In informal procedures, the appointment shall be made by the President after consultation with the Executive Committee of the Academic Senate. The following professional positions which carry rank and class or which are equivalent to such positions and which are not covered by formal consultation will be covered by this type of review:

1. All professional personnel reporting directly to the President, including the Executive Vice President and Chief Operating Officer, Vice President for Administration and Chief Financial Officer, and the Vice President for University Advancement.

2. All administrators reporting directly to the Vice President for Administration and Chief Financial Officer and the Vice President for Institutional Advancement.

Before recruitment for any position requiring informal consultation takes place, a job description detailing duties, responsibilities, qualifications and requirements shall be established in writing by the appointing authority and reviewed with the Executive Committee of the Academic Senate. The appointing authority shall determine if an ad hoc advisory committee will be established. If the search is to be conducted by the appropriate administrator or an ad hoc committee, explicit and reasonable criteria for evaluating applicants shall be established in writing and endorsed by the University Director of Human Resources. All applicants for a position shall be judged by the same criteria.
The President shall report to the Academic Senate whether appointees did or did not have the recommendation of the ad hoc committee in the case of formal consultation, or that of the Executive Committee, in the case of informal consultation.

Review of Rank of Administrators*

The initial appointment of administrators to academic rank shall be subject to review by the appropriate department/division/school. Promotion in rank shall be in accord with University policy.

*The Trustees of The California State University adopted the following resolution on July 9, 1980:

Resolved: That the Trustees adopt the following minimum standards for the evaluation of academic administrators:

Academic administrators serve at the pleasure of the President. It is the policy of the CSU that all academic administrators be evaluated at regular intervals. It is necessary that each evaluator be aware of the perceptions of those who work with the administrators under review. The President shall develop procedures for the systematic acquisition of information and comments from appropriate administrators, faculty, staff and students on the work of the administrators to be evaluated.