

1 **AD HOC ADVISORY COMMITTEES FOR THE Appointment of Administrators: Formal and**
2 **Informal Consultation; Ad Hoc Advisory Committees**

3 (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;
4 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,
5 03/20/17; Editorial Amendment: 9/00, 8/01, 11/07)

6 **FORMAL CONSULTATION IN APPOINTMENT OF ADMINISTRATORS**

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

- 11 a. possess specific knowledge or relevant experience;
- 12 b. agree that primacy will be given to the importance of the search process;
- 13 c. be available for selection committee meetings on Fridays as well as other times, as needed;
- 14 d. agree to maintain the confidentiality of the entire process.

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

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

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

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

- 33 1. four tenured faculty members (no more than two from any one college)* to be
34 elected by the Academic Senate from the university at large.

- 35 2. two members appointed by the President from the university at large;
- 36 3. in the case of the Vice President for Student Life, there will be one student in
37 good standing elected by the Board of Directors of the Associated Students, Inc.; and
- 38 3. at most one additional tenured faculty member appointed by the President or
39 designee with the approval of the Executive Committee of the Academic Senate.
- 40 b. FOR VICE PRESIDENT FOR STUDENT LIFE
- 41 1. FOUR TENURED FACULTY MEMBERS (NO MORE THAN TWO FROM ANY ONE
42 COLLEGE)* TO BE ELECTED BY THE ACADEMIC SENATE FROM THE UNIVERSITY
43 AT LARGE;
- 44 2. TWO MEMBERS APPOINTED BY THE PRESIDENT FROM THE UNIVERSITY AT
45 LARGE;
- 46 3. ONE STUDENT IN GOOD STANDING ELECTED BY THE BOARD OF DIRECTORS OF
47 THE ASSOCIATED STUDENTS, INC.; AND
- 48 4. AT MOST ONE ADDITIONAL TENURED FACULTY MEMBER APPOINTED BY THE
49 PRESIDENT OR DESIGNEE WITH THE APPROVAL OF THE EXECUTIVE COMMITTEE
50 OF THE ACADEMIC SENATE.
- 51 c. FOR THE DEAN OF STUDENTS:
- 52 1. TWO TENURED FACULTY MEMBERS FROM DIFFERENT COLLEGES, TO BE ELECTED
53 BY THE ACADEMIC SENATE FROM THE UNIVERSITY AT LARGE;
- 54 2. TWO STUDENTS IN GOOD STANDING, TO BE ELECTED BY THE BOARD OF
55 DIRECTORS OF THE ASSOCIATED STUDENTS;
- 56 3. ONE TO THREE MEMBERS APPOINTED BY THE PRESIDENT FROM THE UNIVERSITY
57 AT LARGE. FACULTY MEMBERS APPOINTED BY THE PRESIDENT SHALL BE
58 TENURED; AND
- 59 4. AT MOST ONE ADDITIONAL TENURED FACULTY MEMBER APPOINTED BY THE
60 PRESIDENT OR DESIGNEE WITH THE APPROVAL OF THE EXECUTIVE COMMITTEE
61 OF THE ACADEMIC SENATE.
- 62 d. For College Deans and THE Dean of the University Library:
- 63 1. three tenured faculty members from the college/Library in which the vacancy
64 exists, to be elected by the faculty of the college/Library, with no more than one
65 from any one department/division/school; discipline;**
- 66 2. one tenured faculty member, not from the college concerned, to be elected by
67 the Academic Senate;

- 68 3. ONE PERMANENT COLLEGE DEAN, NOT FROM THE COLLEGE CONCERNED,
69 APPOINTED BY THE PRESIDENT;
- 70 4. one member appointed by the President from the University at large; and
- 71 5. at most one additional tenured faculty member appointed by the President or
72 designee with the approval of the Executive Committee of the Academic Senate.
- 73 e. FOR COLLEGE ASSOCIATE DEANS AND THE ASSOCIATE DEAN OF THE UNIVERSITY LIBRARY
- 74 1. THREE TENURED FACULTY MEMBERS FROM THE COLLEGE/LIBRARY IN WHICH
75 THE VACANCY EXISTS, TO BE ELECTED BY THE FACULTY OF THE
76 COLLEGE/LIBRARY, WITH NO MORE THAN ONE FROM ANY ONE
77 DEPARTMENT/DIVISION/SCHOOL; AND
- 78 2. ONE MEMBER APPOINTED BY THE PRESIDENT FROM THE UNIVERSITY AT LARGE.
- 79 f. For the Dean of Students:
- 80 1. two tenured faculty members from different colleges,* to be elected by the
81 Academic Senate from the University at large;
- 82 2. two students in good standing, to be elected by the Board of Directors of the
83 Associated Students;
- 84 3. one to three members appointed by the President from the University at large.
85 Faculty members appointed by the President shall be tenured; and
- 86 4. at most one additional tenured faculty member appointed by the President or
87 designee with the approval of the Executive Committee of the Academic Senate.

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

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

99 Each such advisory committee will elect its own chair.

100 The above procedures will be followed in all cases, whether the appointment is a permanent or
101 an acting/ interim appointment., except that acting/interim appointments for one year or less

102 do not require the establishment of a committee. In such cases, the President shall utilize
103 informal consultation in making the acting/interim appointment. The President or designee
104 shall seek approval of the Executive Committee of the Academic Senate in the case that an
105 acting/interim appointment is to be extended beyond one year.

106 The committee will receive recommendations for the appointment to be filled from members
107 of the faculty and administration. It will actively and expeditiously seek names of candidates,
108 both on campus and off, and will screen them in order to help find the best persons for the
109 position. It will be in constant consultation during this process with the President or designee.

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

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

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

120 **Informal Consultation in Appointment of Administrators**

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

- 125 1. All professional personnel reporting directly to the President, including the Executive Vice
126 President and Chief Operating Officer, Vice President for Administration and Chief Financial
127 Officer, and the Vice President for University Advancement.
- 128 2. All administrators reporting directly to the Vice President for Administration and Chief
129 Financial Officer and the Vice President for Institutional Advancement.

130 Before recruitment for any position requiring informal consultation takes place, a job
131 description detailing duties, responsibilities, qualifications and requirements shall be
132 established in writing by the appointing authority and reviewed with the Executive Committee
133 of the Academic Senate. The appointing authority shall determine if an ad hoc advisory
134 committee will be established. If the search is to be conducted by the appropriate
135 administrator or an ad hoc committee, explicit and reasonable criteria for evaluating applicants
136 shall be established in writing and endorsed by the University Director of Human Resources. All
137 applicants for a position shall be judged by the same criteria.

138 Report by President on Consultation

139 The President shall report to the Academic Senate whether appointees did or did not have the
140 recommendation of the ad hoc committee in the case of formal consultation, or that of the
141 Executive Committee, in the case of informal consultation.

142 Review of Rank of Administrators*

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

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

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

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

Ad Hoc Advisory Committees for the Appointment of Administrators: Formal and Informal Consultation

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- 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 central administrative positions including, but not limited to 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, 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. 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;
 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.

Recommendations by a committee shall require the affirmative vote of a majority of the members.

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. In such cases, the President shall utilize informal consultation in making the acting/interim appointment. The President or designee shall seek approval of the Executive Committee of the Academic Senate in the case that an acting/interim appointment is to be extended beyond one year.

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.

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