

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; 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; Editorial Amendment: 9/00, 8/01, 11/07)

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.

- a. For the central administrative positions of Provost/Vice President for Academic Affairs, Associate/Assistant Vice President for Academic Affairs, Vice President for Student Affairs, Dean of Undergraduate Studies, Dean of Graduate Studies and Research, Dean of Educational Support Services, Dean of Extended Education:
 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; and
 2. two members appointed by the President from the university at large.
 3. in the case of the Vice President for Student Affairs, there will be one student in good standing elected by the Board of Directors of the Associated Students, Inc.
- b. For college deans/University Librarian:
 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, or [sub area](#)**
 2. one tenured faculty member, not from the college concerned, to be elected by the Academic Senate; and
 3. one member appointed by the President from the University at large.
- c. For the Associate/Assistant Vice President for Student Affairs/Student Services or Enrollment Management:
 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; and
 3. one to three members appointed by the President from the University at large. Faculty members appointed by the President shall be tenured.

*Faculty members in the Library and Student Affairs 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 no fewer than four members in a five member ad hoc selection committees, and the affirmative vote of no fewer 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 appointment, except that acting appointments for three quarters or less do not require the establishment of a committee. In such cases, the President shall utilize informal consultation in making the acting appointment.

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.

No individual may be appointed to an administrative position who previously had been dismissed for cause, either from a position in The California State University pursuant to the Education Code, section 89535, or from any other institution of higher education. Any proposal to appoint such individuals shall be submitted to the Office of the Chancellor, together with supporting documentation. The matter will be reviewed and the campus involved will be advised of the determination in each case. (Chancellor's Executive Order 158, September 1972)

<http://www.calstatela.edu/academicsenate/handbook/ch3#appointment>