

**PM 89-04
7/27/89**

President John A. Brownell

**Guidelines for Search Committees for Full-time
Academic and Administrator III and IV Positions
[Supersedes PM 85-07; see also PM 89-04 Amendment #
1 (following)
and PM 98-07]**

PM 89-04 establishes within the context of the annually reaffirmed University Policy Statement of Non-Discrimination and Affirmative Action, guidelines for the establishment of faculty and administrative search committees. The intent of the guidelines is to ensure effective committee operations and appropriate participation of historically under-represented groups (ethnic minorities, women, and persons with disabilities) on such committees.

These guidelines have been reviewed by the Faculty Personnel Policy Committee, the Academic Senate, the Council of Instructional Deans, and circulated to the members of the University Administrative Council for comment.

Guidelines

Search committees are required for the hiring of all tenure-track faculty, full-time lecturers, and Administrators III and IV. The following guidelines govern the selection process for these positions.

Full-time Academic Appointments

In accord with the stipulations of the Unit III Bargaining Unit contract (12.11, 12.15, and 12.17)*:

1. Each department or equivalent unit shall elect a peer committee of tenured employees for the purpose of reviewing and recommending appointments. Faculty search committees may elect tenured faculty members from outside the department. (Cf. 12.11)
2. Normally, the department or equivalent unit shall develop faculty vacancy announcements. Such announcements shall be subject to approval by the Dean or other appropriate appointment officer. (Cf. 12.17)
3. All tenure-track faculty positions shall be publicized nationally. (Cf. 12.15) These positions should be announced in publications that call the position to the attention of the largest number of qualified persons, including historically under-represented persons.

1. Searches for full-time lecturers must be advertised, whether nationally, regionally, or locally is at the discretion of the school dean. Full-time lecturers appointed after a search may, after having been reviewed through the RTP process, be appointed for a second year without an additional search. After

such an appointment of a full-time lecturer to a second year, another search

must be held. (Only for the most compelling

***Contract citations are outdated; procedures still apply.**

reason may the Affirmative Action Officer* approve an exemption by

permitting appointment of a lecturer to a third year without a new search.)

2. Position announcements should be mailed before the date of the publication of any advertisement. Position announcements must be circulated to organizations interested in assisting in hiring members of historically under-represented groups.
3. Committee business shall not be conducted unless a majority of the members is present. Each committee member shall participate in the preliminary screening of the applications or nominations. During interviewing and formulating recommendations, the full membership must be present. The only exception is that interviews may be audio and/or video tape-recorded in instances when a committee member is unable to participate; such an exception must have the prior approval of the Affirmative Action Officer*. (The absent committee member must then listen to the tape of the interview before participating in the recommendation process.)
4. It is the responsibility of the chair of the committee in conjunction with the Dean, to ensure that applicants are informed of their status at significant points in the process; for example, at the point when applicants are no longer under consideration.
5. Unless there are compelling reasons, no fewer than three qualified finalists will be recommended to the appointing officer (President, Vice President, Chief Fiscal Officer, or Dean). A cover memorandum that lists the strengths and weaknesses of each final candidate should accompany this recommendation.

Full-time Administrator III and IV Appointments

1. Search committees shall include at least three and, preferably, five or more members. Committees should include appropriate participation of historically under-represented groups (ethnic minorities, women, and persons with disabilities). If the selection process used to appoint search committee members does not generate representation by these groups, the appointment authority (President, Vice President, Chief Fiscal Officer, or Dean) should augment the committee membership to achieve balance.
2. At least one person on each search committee should be from a unit other than the unit in which the successful candidate will be serving.
3. Administrator III and IV positions shall be publicized nationally. These positions should be announced in publications that call the position to the attention of the largest number of qualified persons, including historically under-represented persons.
4. The content of the position announcement is the responsibility of the appointing officer (President, Vice President, Chief Fiscal Officer, or Dean) for administrator searches.
5. Position announcements should be mailed before the date of the publication of any advertisement. Position announcements must be circulated to organizations interested in assisting in hiring members of historically under-represented groups.
6. Committee business shall not be conducted unless a majority of the members is present. Each committee member shall participate in the preliminary screening of the

***Current title is Special Assistant to the President for Employment Equity and Internal Affairs.**

applications or nominations. During interviewing and formulating recommendations, the full membership must be present. The only exception is that interviews may be audio and/or video tape-recorded in instances when a committee member is unable to participate; such an exception must have the prior approval of the Affirmative Action Officer. (The absent committee member must then listen to the tape of the interview before participating in the recommendation process.)

7. It is the responsibility of the chair of the committee in conjunction with the appointment officer to ensure that applicants are informed of their status at significant

points in the process; for example, at the point when applicants are no longer under consideration.

8. Unless there are compelling reasons, no fewer than three unranked finalists will be recommended to the appointing officer (President, Vice President, Chief Fiscal Officer, or Dean). A cover memorandum that lists the strengths and weaknesses of each final candidate should accompany this recommendation.
9. If a finalist in the applicant pool requests academic departmental retreat rights, it is the responsibility of the chair of the committee to notify the VPAA, the Dean and the department in advance of the candidate's visit to campus, furnish a copy of the candidate's curriculum vitae, and arrange an appropriate time to meet with department representatives during the campus visit and obtain a recommendation from the VPAA, the Dean, and the department. **[n.b.: This paragraph replaced by PM 89-04, Amendment # 1, which follows.]**

California State University, Dominguez Hills is committed to recruiting and hiring highly qualified individuals. In this context, we are dedicated to increasing the employment of individuals from historically under-represented groups. All participants in the search process are encouraged to help achieve this end.

PM 89-04, Amendment #

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President Robert C. Detweiler

**Guidelines for Search Committees for Full-time
Academic and Administrator III and IV Positions**

Upon the recommendation of the Academic Senate (FPC 89-21), I am pleased to approve the following policy on the appointment of administrators to academic departments. The policy, which is effective immediately, replaces guideline number nine in the "Full-time Administrator III and IV Appointments" section on page three of PM 89-04.

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9. It is the responsibility of the Dean of Faculty Affairs*, the Vice President of Academic Affairs, and the appropriate academic dean to ensure that procedures are set up for a departmental review of any administrative candidate in the final pool who requests an academic appointment. These

administrators must notify the department chair at least two weeks in advance of the candidate's visit to campus, furnish the department with a copy of the candidate's curriculum vitae, and ensure that the candidate's schedule permits adequate time with the department or its elected representatives. If an administrative search is conducted during the summer or winter break and the faculty of the department concerned are not available, the President should withhold the conferring of an academic appointment until after the regular semester begins and the department has had adequate time to review the candidate and forward its recommendation to him or her.

The appropriate department will review the administrative candidate and recommend for or against appointment, and for or against tenure. The department should also recommend the rank of appointment. In making the recommendation, the department should consider the qualifications of the candidate to teach specific courses in the department, the candidate's previous academic appointments and academic rank, and the candidate's scholarly achievements. The granting of tenure at the rank of full professor should not be done routinely; and the recommendation should be based on both the candidate's demonstrated abilities and fit with the academic program in the department.

The University, when possible, shall provide an additional faculty position, for a minimum of two years, to any department that is required to absorb an administrator.

In the event the President does not follow the department's recommendation on administrative appointment and tenure, he or she should meet with the department before the appointment is announced to explain the reasons for the decision.

***Current title is Associate Vice President for Faculty Affairs**