

**PM 08-01**

10/17/07

President Mildred García

**Procedures for Hiring Full-Time Academic Administrator III and IV Positions**

(Supersedes PM 89-04 and Amendment #1, and PM 98-07)

Search committees are required for the hiring of all Academic Administrators III and IV. The following procedures govern the selection process for these positions.

I. General Provisions:

1. Normally, the department or equivalent unit shall develop position descriptions and vacancy announcements. Such announcements shall be subject to approval by the department or equivalent unit and Dean, Vice President or other appropriate appointing officer. The position description must be completed and approved before a position can be advertised.
2. Position announcements shall be mailed to organizations interested in promoting the hiring of members of historically under-represented groups prior to publication in advertisements.
3. All Administrator III and IV positions shall be publicized nationally. These positions should be announced in publications/web sites that call the position to the attention of the largest number of qualified persons, including historically under-represented persons. The appointing officer may designate other advertisement sources. Each search committee shall include at least one staff member from the college or unit, and depending upon the position, may include staff members from different departments or equivalent units. As a general rule at least one person on each committee shall be from a unit other than the unit in which the successful candidate will be serving.
4. The Assistant Vice President for Faculty Affairs shall meet with the interview team before the start of the screening/interview process to discuss appropriate recruitment procedures and Equal Employment Opportunity issues.
5. Every screening/interview will use a numeric scoring system to review applications and determine who shall be interviewed. A numeric system shall also be used for scoring the answers of applicants during the interview process.
6. Search committee business shall not be conducted unless a majority of the members are 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. The absent

committee member must then listen to the tape of the interview before participating in the recommendation process.

7. A search committee may conduct interviews by telephone or video conferencing.
8. Unless there are compelling reasons, no fewer than three qualified finalists will be recommended to the appointing officer (President, Vice President, or Dean). A cover memorandum that lists the strengths and weaknesses of each final candidate shall accompany this recommendation. The appointing officer is authorized to select any of the finalists listed by the committee, regardless of their numeric score.
9. The Assistant Vice President for Faculty Affairs shall inform the applicants who were interviewed the final status of their applications after a final selection has been made.

## II. Search Committees and Appointment for Academic Affairs Administrators III and IV.

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 appointing authority (President, Vice President, or Dean) may augment the committee membership to achieve balance. Other than the faculty representatives, the president with consultation of the affected Vice President, shall determine the final composition of the committee. One student shall be appointed to each search committee convened under this policy.
2. The faculty composition of the search committee for the Dean of a college or other equivalent unit, such as the Library, shall be as follows: A minimum of three faculty members or one-third of the committee, whichever is greater. These members shall be elected from within the college by the faculty of the college or equivalent unit. The Academic Senate shall elect an additional faculty member from a unit other than the unit in which the successful candidate will be serving. During the summer, the Chair of the Academic Senate shall select the faculty representatives on the Committee
3. The faculty composition of the university-wide administrative search committees for positions in Academic Affairs shall be as follows: A minimum of three faculty members or one-third of the committee, whichever is greater. The Academic Senate shall elect these members after nominations have been solicited from the faculty at-large through department chairs or equivalent unit heads and members of the Academic Senate. The Senate Executive Committee will prepare a ballot based upon nominations from faculty members. Additional nominations may be made from the Senate floor prior to voting. No more than one member from any one college may

serve on a given committee. The Provost / Vice President for Academic Affairs (VPAA) may appoint additional members to the committee to achieve the balance referred to in II A.1 or to augment Division of Academic Affairs representation. During the summer, the Chair of the Academic Senate shall select the faculty representatives on the Committee

4. If the search is being conducted for a Dean, the Provost / VPAA normally will appoint a Dean to chair the committee. For all other searches within Academic Affairs, the Provost and VPAA normally will appoint other administrators within Academic Affairs to chair the committee.
5. The composition of the university-wide search committee for the Provost and Vice President for Academic Affairs shall be as follows: One faculty member shall be elected from and by each of the colleges and the Library. The President shall appoint the chair of the search committee.

### III. Procedures for Administrative Candidates Requesting Academic Appointments

1. It is the responsibility of the Assistant Vice President for Faculty Affairs, the Provost / VPAA, and the appropriate academic Dean to ensure that procedures are established for a departmental or equivalent unit review of any administrative candidate in the final pool who requests an academic appointment. These administrators must notify the department chair or equivalent unit head at least two weeks in advance of the candidate's visit to campus, furnish the department or equivalent unit with a copy of the candidate's curriculum vitae, and ensure that the candidate's schedule permits adequate time with the department/equivalent unit or its elected representatives. If an administrative search is conducted during the summer or winter break and the faculty of the department or equivalent unit concerned are not available, the President shall withhold the conferring of an academic appointment until after the regular semester begins and the department or equivalent unit has had adequate time to review the candidate and forward its recommendation to him or her.
2. The appropriate department or equivalent unit will review the administrative candidate and recommend for or against appointment, and for or against tenure. The department or equivalent unit shall also recommend the rank of the appointment. In making the recommendation, the department or equivalent unit shall consider the qualifications of the candidate to teach specific courses in the department or equivalent unit, the candidate's previous academic appointments and academic rank, and the candidate's scholarly achievements.
3. Recommendations from the department or equivalent unit shall be forwarded to the President. The President shall make the final determination on whether an administrative candidate shall receive an academic appointment.
4. In the event the President does not follow the department's or equivalent unit's recommendation on academic appointment and tenure, he or she should meet with the

department or equivalent unit before the appointment is announced to explain the reasons for the decision.

5. If an administrator elects to exercise his/her retreat rights, then the University, when possible, shall provide an additional faculty position to the department or equivalent unit to which the administrator retreats.