

Procedures for Hiring Full-Time Academic Administrator III and IV Positions
(Supersedes PM 08-01)

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. The Provost/Vice-President for Academic Affairs shall develop position descriptions and vacancy announcements for all Academic Administrator III and IV positions housed in Academic Affairs. Such announcements shall be subject to approval by the appointing authority. 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 Associate 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 participate. 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 cover letter must be approved by a majority of the committee members and signed by all as an acknowledgement of having read it. The appointing officer is authorized to select any of the finalists listed by the committee, regardless of their numeric score.
9. The Associate 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. 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. One student shall be appointed by ASI 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 shall be elected from within the college by the faculty of the college or equivalent unit. The Academic Senate shall elect a faculty member from a unit other than the unit in which the successful candidate will be serving. Faculty shall comprise at least 50% of the committee members. 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 half, 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. Faculty shall comprise at least 50% of the committee members. 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 Associate 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 by majority vote of full time faculty recommend for or against appointment, for or against tenure-and 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, tenure and rank, 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.

President Willie J. Hagan, Ph.D.

Date