

**PM 2020-03**

Thomas A. Parham, Ph.D.

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### **Procedures for Timely Notice and Scheduling of All MPP Position Campus Visits**

California State University Dominguez Hills (CSUDH) administrators serve as campus and community leaders who encourage and uphold the CSUDH mission to “provide education, scholarship and service that are, by design, accessible and transformative. [Welcoming] students who seek academic achievement, personal fulfillment, and preparation for the work of today and tomorrow” ([www.csudh.edu/about/history-mission-vision](http://www.csudh.edu/about/history-mission-vision)). CSUDH administrators set the tone for the campus, promoting community, collaboration, efficacy, and integrity. CSUDH administrators serve the campus and the community to fulfill the high standards of CSUDH.

In an effort to uphold the high standards of CSUDH, the campus community has the opportunity to meet and interact with prospective administrative candidates that have applied for an open position during the Open Forums. The importance of shared governance and transparency in communication on campus play a crucial role in scheduling and notifying all campus constituencies promptly and showing consideration to our faculty and students by scheduling the campus visits during the Academic Year when classes are in session. This policy outlines the recommended requirements search committees should adhere to in providing the campus community timely notice and scheduling of campus visits during the following administrative searches:

- All level IV Administrators
  - Associate Vice President for Faculty Affairs & Development
  - Associate Vice President for Human Resources Management
  - Associate Vice President for Retention and University Academic Advising
  - Deans of the Colleges and the University Library
  - Dean of Graduate Studies & Research
  - Dean of Undergraduate Studies
  - Provost and Vice President for Academic Affairs
  - University Planning Consultant
  - Vice President of Administration & Finance
  - Vice President of Information Technology
  - Vice President of Student Affairs
  - Vice President of University Advancement
  - Vice Provost for Academic Programs
  
- Academic Affairs Administrators Level III
  - Associate Deans for all Colleges and the University Library
  - Executive Director for Mervyn Dymally African American Political & Economic Institute

- Level III Administrators
  - Associate Vice President of Communications & Marketing
  - Associate Vice President for Enrollment Management
  - Associate Vice President for Student Affairs
  - Associate Vice President for Student Success
  - Athletics Director
  - Chief of Medical Services
  - Chief of Police
  - Director of Employee Relations
  - Director of Financial Aid
  - Director of Student Health Center
  - Senior Director for University Effectiveness Planning & Analytics
  - Senior Associate Vice President for University Advancement
  - Title IX Officer

Procedure for Timely Notice and Scheduling of Campus Visits

1. The search committee chair/chairs should schedule campus visits during periods when regular classes are scheduled as determined by the appropriate Academic Calendar.
2. The search committee chair/chairs for the aforementioned administrative roles, as part of the overall search planning, identify when the anticipated open forums would most likely occur and communicate the information to one of the Office of the President or the Office of Academic Affairs and to the Senate Executive Committee.
3. Advance notice of the *expected* dates for campus Open Forums should be provided by the Office of the President or the Office of Academic Affairs, at least two weeks prior to the anticipated campus visits.
4. Once finalists have been selected, at least one week's notice should be given for the dates and times of the scheduled campus visits.
5. The search committee chair/chairs should consider scheduling the campus visits during times to ensure the greatest participation by campus stakeholders.

Related Information

- Senate Resolution EXEC 18-10 Resolution Calling for Timely Notice and Scheduling of MPP Campus Visits

Approved:



Thomas A. Parham, Ph.D.  
President

Date:

