



## **Part 12: Administrative Position Searches**

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**3-3-1201 Purpose.** The purpose of this policy is to set forth the process of selecting and forming administrative search committees, as appropriate as defined below. Searches for permanent replacements, and searches for interim replacements when deemed necessary, are subject to this policy.

### **3-3-1202 Academic Affairs Searches.**

#### **3-3-1202(1) Search for the Chief Academic Officer (CAO).**

(a) Initiation of a Search.

- (i) The President shall decide when to commence a search for a replacement.
- (ii) If the President decides to fill the position without a search, including an interim appointment, the Faculty Senate Executive Committee (FSEC) shall be given the opportunity to provide feedback to the President.
- (iii) If a search fails and an interim appointment is to be made or continued, the FSEC shall be given the opportunity to provide feedback to the President.

(b) Chair of the Search Committee.

- (i) The President shall select a chair of the search committee. The President shall explain the reasons for this selection to the FSEC. The FSEC shall have the opportunity to provide feedback to the President.

(c) Search Committee Membership.

- (i) The overall size and composition of the search committee shall be determined by the President. Regardless of its size, the majority of the members of the committee shall be voting faculty. The Faculty Senate shall select the faculty of the search committee, other than the chair,

following a process of its choosing, which shall include a call to the entire faculty.

**3-3-1202(2) Search for University-wide Positions other than the CAO including, but not limited to, Associate Vice Presidents for Academic Affairs, Vice Provost, Associate Vice Provost, Associate Vice President for Research/Dean of the Graduate School.**

(a) Initiation of a Search.

- (i) The CAO shall decide when to commence a search for a replacement.
- (ii) If the CAO decides to fill any of the positions mentioned in this subsection without a search, including an interim appointment, the FSEC shall have the opportunity to provide feedback to the CAO.
- (iii) If a search fails and an interim appointment is to be made or continued, the FSEC shall have the opportunity to provide feedback to the CAO.

(b) Chair of the Search Committee.

- (i) The CAO shall select a chair of the search committee. The FSEC shall have the opportunity to provide feedback to the CAO.

(c) Committee Membership.

- (i) The overall size and composition of the search committee shall be determined by the CAO. Regardless of its size, the majority of the members of the committee shall be voting faculty. The Faculty Senate shall select the faculty of the search committee, other than the chair, following a process of its choosing, which shall include a call to the entire faculty.

**3-3-1202(3) Search for a Dean of a College.**

(a) Initiation of a Search.

- (i) The CAO shall decide when to commence a search for a replacement.
- (ii) If the CAO decides to fill any of the positions mentioned in this subsection without a search, including an interim appointment, the

FSEC and the Faculty Senator(s) from the college shall have the opportunity to provide feedback to the CAO.

- (iii) If a search fails and an interim appointment is to be made or continued, the FSEC and the Faculty Senator(s) from the college shall have the opportunity to provide feedback to the CAO.

(b) Chair of the Committee.

- (i) The CAO shall select a chair of the search committee. The FSEC and the Faculty Senator(s) from the college shall have the opportunity to provide feedback on this decision.

(c) Committee Membership.

- (i) The overall size and composition of the search committee shall be determined by the CAO. Regardless of its size, the majority of the members of the committee shall be voting faculty. The Faculty Senator(s) from the college, in consultation with the FSEC, shall select the faculty of the search committee, other than the chair, following a process of its choosing, which shall include a call to the entire faculty in the relevant college.

**3-3-1202(4) Search for an Assistant/Associate Dean of a College.**

(a) Initiation of a Search.

- (i) The Dean shall decide when to commence a search for an Assistant/Associate Dean after budgetary approval for the position has been granted by the CAO.
- (ii) If the Dean decides to fill any of the positions mentioned in this subsection without a search, including an interim appointment, the FSEC and the Faculty Senator(s) from the college shall have the opportunity to provide feedback to the Dean.
- (iii) If a search fails and an interim appointment is to be made or continued, the FSEC and the Faculty Senator(s) from the college shall have the opportunity to provide feedback to the Dean.

(b) Chair of the Committee.

- (i) The Dean shall select a chair of the search committee. The FSEC and the Faculty Senator(s) from the college shall have the opportunity to provide feedback on this decision.
- (c) Committee Membership.
  - (i) The overall size and composition of the search committee shall be determined by the Dean. Regardless of its size, the majority of the members of the committee shall be voting faculty. The Faculty Senator(s) from the college, in consultation with the FSEC, shall select the faculty of the search committee, other than the chair, following a process of its choosing, which shall include a call to the entire faculty in the relevant college.

### **3-3-1203 Non-Academic Affairs Searches.**

#### **3-3-1203(1) Search for other Vice Presidents and Deans, including but not limited to, the Dean of Students, Vice President for Student Affairs, Vice President for Finance and Administration, and Vice President for University Advancement but not including University General Counsel.**

- (a) Initiation of a Search.
  - (i) The President shall decide when to commence a search for a replacement.
  - (ii) If the President decides to fill the position without a search, including an interim appointment, the FSEC shall have the opportunity to provide feedback to the President.
  - (iii) If a search fails and an interim appointment is to be made or continued, the FSEC shall have the opportunity to provide feedback to the President.
- (b) Chair of the Search Committee.
  - (i) The President shall select a chair of the search committee.
- (c) Committee Membership.
  - (i) The overall size and composition of the search committee shall be determined by the President. Regardless of its size, at least two of

the members of the committee shall be voting faculty. The Faculty Senate shall select the faculty of the search committee, other than the chair, following a process of its choosing, which shall include a call to the entire faculty.

### **Policy History**

#### **PART 12 ADMINISTRATIVE POSITION SEARCHES**

3-3-1201(1) Subsection amended (March 2025)

3-3-1202(2) Subsection amended (March 2025)

3-3-1202(3) Subsection amended (March 2025)

3-3-1202(4) Subsection amended (March 2025)

3-3-1203(1) Subsection amended (March 2025)

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