

SENATE ACTION FORM

No. 1177

Subject: Administrative Position Searches

Reference to Senate Minutes dated: 2/24/2020

Senate Action:

MOTION: It is moved to approve the policy for Administrative Position Searches as presented.

VOTE: Approved by voice vote; one opposed

Response requested:

Approval for placement in University Catalog

X Approval for placement in University Regulations

Recommendation to Board for placement in Board Policy Manual

None (sent as information item)

Other action requested/comments:

Stan Lyger

Faculty Senate Chair

2/28/2020

Date

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Administrative review of Senate action (unnecessary for information items):

Reviewed by VPAA/Provost. Check if comments attached

Reviewed by General Counsel. Check if comments attached

Presidential action:

Approve Reject Return to Senate for discussion/modification (comments attached)

President/Designated Administrative Officer

Date

Date of Board approval (if applicable):

PLEASE RETURN SIGNED ORIGINAL AND ATTACHMENT TO THE FACULTY SENATE OFFICE, BOX 75.

Attachment to Senate Action #1177
Approved by the Faculty Senate
February 24, 2020

This policy is an addition to the University Regulations Article 3, creating a new Part 12.

Part 12: Administrative Position Searches

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 from among the voting faculty and inform the Faculty Senate. The Faculty Senate 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 members of the search committee.

3-3-1202(2) Search for University-wide Positions other than the CAO including, but not limited to, Assistant/Associate Vice Presidents for Academic Affairs, 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 from among the voting faculty and inform the Faculty Senate. The Faculty Senate 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 members of the search committee.

3-3-1202(3) Search for a Dean or Assistant/Associate 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 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 Committee.

(i) The CAO shall select a chair of the search committee from among the voting faculty of the College with the approval of the chair of the Faculty Senate. If multiple administrative searches are being conducted, it may require that an administrative co-chair, such as a Dean, be appointed in order to provide administrative support.

(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 from the college. The Faculty Senate representatives of that college, in consultation with the chair of the Faculty Senate, shall select the members of the search committee.

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 Information Technology, 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 members of the search committee.