



Office of the President • One Washington Square • San Jose, California 95192-0002 • 408/924-1177

May 1, 1989

PD 89-01

TO: The Academic Vice President, School Deans, Associate Academic Vice Presidents, Associate Deans, Directors, & Associate Directors

FROM: Gail Fullerton
President

A handwritten signature in cursive script that reads 'Gail Fullerton'.

SUBJECT: PD 89-01 Procedures for Selection and Review of Academic Associate Deans and Associate Directors

The following procedures for the selection and review of academic associate deans and associate directors were developed in consultation with the Academic Vice President, the School Deans, the Associate Academic Vice Presidents, and the Professional Standards Committee of the Academic Senate. These procedures shall apply to all Associate Deans who report to school Deans, to the Dean of Continuing Education, or to Associate Academic Vice Presidents. The procedures shall also apply to Associate Directors of the Library.

Selection Procedures

1. The Dean, Associate Academic Vice President or Library Director shall formulate a position announcement including a job description and the deadline and procedures for application or nomination of candidates.
2. The position announcement shall be posted and circulated campus wide. A regional and national search may be conducted at the discretion of the Dean, Associate Academic Vice President, or Director in consultation with appropriate administrators.
3. Upon appointment or shortly thereafter, a new Dean, Associate Academic Vice President, or Director may initiate the search for a new Associate Dean or Associate Director.
4. The Dean, Associate Academic Vice President, or Director shall consult with affected persons before recommending a candidate for appointment. In the case of school Deans, this group shall include department chairs. More extensive consultation procedures shall be at the discretion of the Dean, Associate Academic Vice President, or Director.
5. The Dean, Associate Academic Vice President, or Director shall recommend one or more candidates to the Academic Vice President, who will review the recommendations with the President. The Associate Dena or Associate Director is appointed by the serves at the pleasure of the President.

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Review Procedures

1. Associate Deans who are in the Management Personnel Plan will be reviewed annually by the Dean, Associate Academic Vice President, or Director.
2. All Associate Deans shall be reviewed as part of the periodic review of the Dean, Associate Academic Vice President, or Director, a review which includes broad consultation with relevant faculty, staff and administration. Additional consultative reviews may be conducted at the discretion of the Dean, Associate Academic Vice President, or Director.