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October 4, 1993

PD 93-02

MEMO TO: Executive Committee of Academic Senate, Deans, Chairs,
Directors and Administrative Heads

FROM: J. Handel Evans
President

A handwritten signature in black ink, appearing to read 'J. Handel Evans', written over a horizontal line.

SUBJECT: Presidential Directive 93-02: Vice Presidents, Selection and Review

Under the Management Personnel Plan for the California State University, Vice Presidents are appointed by and report directly to the President.

A. SELECTION OF VICE PRESIDENTS

1. The selection committee for a vice presidency is appointed by the President after consultation with the Executive Committee of the Academic Senate. The committee should be as small as possible, preferably no more than fifteen members. An open nomination process for potential committee members should be used. Faculty, students, staff, and administrators shall all be represented. Consideration should be given to breadth of representation, with respect to lower as well as upper faculty ranks, and with respect to gender and ethnicity. A majority of the members of all selection committees shall be faculty. At least one member of a committee for selection of Vice President for Administration should be from non-management staff. At least one member of a selection committee for Vice President for Student Affairs should be a Student Affairs professional. Chairs will be elected by a majority of the committee.
2. As soon as the committee is appointed, the President will give it its charge. The scope and procedure of the search, the target date for the report, the funds and clerical assistance available, the minimum requirements for candidates, the qualifications expected of the finalists, and other matters relating to the selection process should be discussed. The scope of the search should always be as wide as feasible under the circumstances. Initiation of the search shall always be publicly announced, and provision should be made for the campus community to meet the candidates. The deliberations and recommendations of the committee shall be confidential.
3. At the conclusion of its search, the committee shall report to the President, without ranking, the names of the two or more candidates it considers best qualified to fill the vacant position. The committee shall not take part in negotiations with candidates unless requested to do so by the President. The records of the selection committee shall be turned over to the President with its report.

4. If in the committee's judgment, there are no well-qualified candidates, the committee shall so inform the President. The President should then discuss alternatives with the committee, such as provided in paragraph 5.
5. If the President decides not to appoint, or is unable to appoint, any of the recommended candidates, the committee may be asked to extend the search, or the President may consult with the Executive Committee of the Academic Senate regarding appointment of a new selection committee for a new search.

B. REVIEWS OF VICE PRESIDENTS

1. There shall be a general review of a vice president in every sixth year in office. The President may authorize an earlier review. The review committee shall be representative of faculty, students, staff, and administrators and shall be appointed by the President after consultation with the Executive Committee of the Academic Senate. A majority of all review committees shall be faculty. The review committees should be as small as possible, preferably no more than fifteen members. At least one member of the review committee for the Vice President for Administration shall be from non-management staff, and at least one member of the review committee for the Vice President for Student Affairs shall be a Student Affairs professional. Chairs will be elected by a majority of the committee.
2. The criteria and procedures for the review shall be determined by the committee in consultation with the President, and the review shall be so conducted as to give faculty, staff, and students an effective opportunity to inform and advise the President of the performance of the Vice President and the condition of the University in the Vice President's areas of responsibility. Sufficient resources will be provided to committees so that reviews will be both representative and systematic.

(This directive is issued after consultation with the Academic Senate, in accordance with the statement on "Responsibilities of Academic Senates within a Collective Bargaining Context." It replaces UP F78-5 and UP S82-5.)

JHE: ms