

Repealed by [F98-2](#)

## S82-6 Selection and Review of Academic Administrators

### Legislative History:

At its meeting of March 29, 1982, the Academic Senate approved the following policy recommendations as presented by William Tidwell of the Professional Standards Committee.

**Modifies** Academic Senate Policy S77-4 in correcting titles and making minor editorial changes.

#### **ACTION BY THE UNIVERSITY PRESIDENT:**

"Accepted and approved as University Policy effective immediately." Signed by Gail Fullerton, April 8, 1982.

### **POLICY RECOMMENDATION SELECTION AND REVIEW OF ACADEMIC ADMINISTRATORS S 82-6**

These procedures relate to selection and review of the following academic administrators:

Associate Academic Vice President/Faculty Affairs

Associate Academic Vice President/Educational Planning and Resources

Associate Academic Vice President/Graduate Studies and Research

Associate Academic Vice President/Undergraduate Studies

Dean of Continuing Education

#### **I. SELECTION**

##### **1. Vacancies and Initiation of Procedures.**

As soon as possible after it is known that a vacancy has occurred or will occur in one of the positions

named above, the President shall cause a selection committee to be formed in accordance with these procedures.

## 2. Composition and Appointment of Selection Committee

### 2.1 Composition.

The selection committee shall consist of five (5) tenured faculty, one of whom shall be a department chairperson, and two (2) administrators, at least one of whom shall be a school dean. In the cases of the AAVP/Graduate Studies and Research and the AAVP/Undergraduate Studies, one (1) member of the selection committee shall be a student. The AVP shall be a non-voting member of the selection committee. The committee shall elect its own chairperson.

### 2.2 Appointment.

The appointment process shall proceed in the following manner:

- a) At the request of the President, the Academic Senate shall publish notice of intention to appoint a selection committee and shall solicit written nominations for membership on the committee from the University community for other than student members. The nominees shall include tenured faculty and administrators.
- b) The Secretary of the Academic Senate shall provide the Senate with a list of the names of all such nominees and the list shall be published as an attachment to the Senate Minutes.
- c) The committee members, other than student members, shall be selected from the published list of nominees by mutual consent of a majority of the elected members of the Senate Executive Committee and the President. Student members shall be selected by the Associated Students.
- d) In the event that the elected members of the Executive Committee and the President are not able to agree on the membership of the committee, then the elected members shall appoint four (4) faculty, at least one of whom shall be a department chairperson, and the President shall appoint two (2) faculty and one (1) administrator.
- e) Immediately upon completion of the appointment process the Academic Senate Chairperson shall report the membership of the selection committee to the Senate and, through an attachment to the Senate Minutes, to the entire University community.

## 3. Consultation with President.

As soon as its members are chosen, the President shall convene a meeting of the selection committee to discuss the scope and procedures of the search, the target date for the report, the funds and clerical

assistance available, the qualifications expected of the candidates, and other matters relating to the selection process.

#### 4. Scope and Procedures.

The scope and procedures of the selection process shall be determined by the committee after consultation with the President and with due regard for the time and resources available and the desired qualifications. The scope of the search always should be as wide as is feasible in the circumstances and shall be conducted in accordance with the University's Affirmative Action Policy. Initiation of the search always should be publicly announced and provisions made for the submission of names by the campus community. Likely candidates should be interviewed. If adequate recruitment funds are not available, the committee should explore other ways and means of meeting likely candidates. The deliberations and recommendations of the committee shall be confidential.

#### 5. Committee Recommendations.

At the conclusion of its search, the committee shall report to the President the names of at least two, and preferably three or four, candidates it considers most qualified to fill the position. The President shall meet with the committee to discuss its recommendations. The President may appoint any person recommended by the committee. Members of the committee shall not take part in negotiations with a candidate subsequent to the report unless requested to do so by the President. A selection committee's records shall be turned over to the President with its report.

#### 6. Action by the President.

If the President decides not to appoint, or is unable to appoint, any of the recommended candidates, the President may ask the selection committee either to make further recommendations or to make a further search. If the President and the committee cannot reach agreement the President may initiate the formation of a new committee in accordance with these procedures.

#### 7. Acting Appointments.

An acting appointment may be made by the President to fill a temporary vacancy in these offices. In making such an appointment, the President shall consult with the elected members of the Executive Committee of the Academic Senate. All acting appointments terminate after one year, unless a shorter time is specified at the time of the appointment. When the vacancy is such that a regular appointment can be made, the selection committee shall be appointed promptly. In unusual circumstances, an acting appointment may be renewed or extended for one additional term, with the same consultation as initially required.

## II. REVIEW

## 1. Duties and Responsibilities.

These academic administrators are administrative staff officers directly responsible to, and exercising the authority of the AVP. They have duties and responsibilities which vary according to the particular position involved. The duties and responsibilities are therefore described in separate job descriptions. These job descriptions are subject to modifications as the President may direct; the Academic Senate will be informed of any such modifications.

## 2. Timing of Review.

Academic administrators are appointed by and serve at the pleasure of the President. In the second semester of the fifth year of an incumbent's term, a review of the incumbent shall be initiated according to the provisions of this policy. The review shall be concluded early in the sixth year of the incumbent's term. The President may at any time initiate an interim review.

## 3. Appointment and Composition of Review Committee.

A review committee shall be appointed and constituted in accordance with the procedures specified in Part I, Section 2, except that neither the Academic Vice President nor the Executive Vice President shall serve as a member of any review committee.

## 4. Criteria for Review.

The review committee, in consultation with the Academic Vice President shall specify the criteria for evaluating the incumbent's performance. The criteria shall be constructed in light of the incumbent's job description. The incumbent shall be asked to examine the criteria developed and to make such comments or suggest such additions as may seem advisable.

## 5. Procedures for Review.

The review committee, also in consultation with the Academic Vice President shall develop procedures for conducting the review. The procedures shall be designed to secure information and appraisals of performance from as many persons as may be feasible who are knowledgeable of the incumbent's performance. The incumbent shall be given an opportunity to provide the review committee with a self-evaluation based upon the criteria developed by the committee if the incumbent so desires.

## 6. Report of the Review Committee

6.1 The review committee shall consult with the Academic Vice President before drafting its report. Following that consultation, and at the conclusion of its evaluative activities, the review committee shall prepare a written report embodying findings and conclusions. The report of the review committee shall include a statement of strengths and weaknesses found in the incumbent's performance with respect to

the evaluative criteria. All raw data collected for the review shall accompany, but not be part of, the review committee's report.

6.2 The report shall normally contain a specific recommendation by the review committee that the incumbent be reappointed or not be reappointed, with or without qualification. A majority vote of the review committee shall be sufficient to approve the report; the numerical vote shall be stated in the report. A minority report or reports shall be appended if requested by any member of the committee. Minority reports shall be seen by all members of a review committee.

6.3 Before the report is submitted to the President through the Academic Vice President, the review committee shall:

- a) Provide a draft copy of the proposed report to the incumbent;
- b) Provide the incumbent with an opportunity to meet with the review committee in order to discuss the report;
- c) Provide the incumbent with the opportunity to submit to the committee a written statement which shall become part of the report to the President.

## 7. Action of the President.

If, after discussion with the review committee, the incumbent, and other appropriate sources of information, the President is inclined to believe a decision other than that recommended to him or her by the committee would best serve the interests of the University, before acting on that inclination the President shall:

- a) Consult once again with the review committee to share his or her inclination and the reasons therefore, to ascertain if some mutually agreeable course of action or decision can be found upon which the President could act. Failing that, the President shall
- b) Consult with the Executive Committee of the Academic Senate, at which time both the report of the review committee and the reasons why the President is inclined to a decision other than that recommended would be revealed to and shared with the Executive Committee. The purpose of such a meeting would be to ascertain if some mutually agreeable course of action or decision can be found upon which the Preesident could act. Failing that, the President shall
- c) Make such decision as he or she considers best for the welfare of the University and, for the confidential record, stipulate in writing the reasons for the decision of the President.

## III. CONFIDENTIALITY

The opinions and judgments received by a selection or review committee, the reports of such committees, and any accompanying materials, shall be confidential.