

FACULTY SENATE GOVERNANCE COMMITTEE

***Resolution on the Role of Faculty and Staff Consultation
on Hiring Academic Affairs Administrators***

WHEREAS the Interim Chancellor has requested that search committees shall give the hiring administrator an unranked list of acceptable candidates from which to select an administrator; and

WHEREAS faculty and staff who serve in Academic Affairs are keenly impacted by Academic Affairs administrators in decisions concerning both human resources and academic mission;

THEREFORE BE IT RESOLVED that the Guidelines for Administrative Search Committees be amended (**additions in bold**) as follows:

Guidelines for Administrative Search Committees

(Approved September 14, 1976; Revised November 10, 1998; October 10, 2000, **November 18, 2008**)

The use of search committees is now common throughout the University. This reflects the conviction that such committees can: (1) identify the best qualified candidates, (2) represent the varied interests of different segments of the University community, (3) make the search process fair to candidates, administration, and constituencies, (4) exemplify participative decision-making in the best traditions of democratic process, (5) render the search as open as is possible in consonance with the protection of confidentiality, (6) honor affirmative action commitments. It is therefore imperative that the various University constituencies have a voice in determining a policy for the constitution, membership, and conduct of search committees.

The Faculty Senate shall be accorded an opportunity to review and comment on position descriptions, qualifications, and mechanisms of the search at an early stage of the search process.

1. Search committees shall be involved in appointing principal administrators such as the chancellor, vice chancellors, assistant and associate vice chancellors, deans. It is recognize that many administrative appointments are already governed by operating policies of the units involved, and we do not address ourselves to such appointments.

2. A majority of the membership of each search committee for Chancellor or Provost shall consist of faculty who have been elected by faculty or selected by delegated faculty representatives (e.g., the Faculty Senate). A majority of the membership of each search committee for Academic Deans shall consist of faculty who have been elected by unit faculty or selected by the

appropriate delegated faculty representatives. The faculty membership of each search committee for other administrators shall consist of faculty who have been elected by unit faculty or selected by the appropriate delegated faculty representatives.

3. Under most circumstances, a search committee shall be constituted from, but not necessarily limited to, recognized constituency groups within the University, e. g. Faculty Senate, Graduate Council, Administrative/Professional Staff Council, Civil Service Council, Graduate and Professional Student Council, Undergraduate Student Government, and Dean's Council. In some cases, appropriate representation from outside the University should be solicited. Each constituency shall be informed and may question the composition of the committee and/or request representation.

4. The committee, which shall be appointed by the appointing administrator, shall serve in an advisory role to that administrator. **Along with their specific search committee charge, faculty shall receive general information and education regarding their responsibilities in serving on an administrative search committee.**

5. The chairperson of the committee shall be elected by the committee as a whole at its first meeting after receiving its charge. The appointing administrator may convene and/or attend committee meetings but shall not serve as a voting member.

6. If a member of the search committee becomes a candidate for the position under consideration, the member must resign from the committee and be replaced by someone from the member's constituency to be selected in the same manner as the person who was originally chosen.

7. The initial stage of the search shall consist of a public announcement of the job description, an open report on the essential and desirable qualifications of the candidates, method of obtaining candidates, and a tentative calendar for the phase of the search.

8. Curriculum vitae shall be solicited from interested candidates. All support data shall remain confidential to the committee; however, each candidate shall be asked to release a curriculum vitae to be made public at the time of becoming a final candidate.

- a. Once a list of approximately 10-12 semi-finalists is selected by the search committee, the applicants will be notified that they are semi-finalists, that their names will be made public (unless the candidate specifically requests anonymity), and that their letters of recommendation will be solicited.
- b. Also at this stage, the list of semi-finalists and their credentials will be publicized internally to the entire constituency of the relevant unit, generally by making dossiers available at a convenient location for review by any faculty, staff, or students who care to see them.
- c. Those individuals who reviewed the credentials will have the option of providing written recommendations to the search

committee and the provost. If they do so, however, they must also provide their names, identities, and/or titles, as appropriate. Similarly, the departments most concerned would meet, discuss the semi-finalists, and make their recommendations, **with supporting argumentation and documentation**, to the search committee and the appropriate administrator. The search committee will then consider this information as part of its final screening process.

9. The search committee shall narrow the list to a prearranged number of candidates, all of whom are acceptable to the committee. **Should there be insufficient acceptable candidates, the process shall begin anew, and current acceptable candidates shall remain in the pool.**

10. Leading candidates from this list shall be invited for interviews with the committee, central administrators, and constituency groups. The name of each of these candidates shall be made public at the time of the interview, and the curriculum vitae shall be open for review. All on-campus interviews of the finalists will include opportunities for each concerned department to meet the candidates, either individually or in small groups of the department. Each of these departments will then meet, discuss the candidates, and make recommendations to the search committee and the appropriate administrator.

11. Evaluations of the interviewed candidates, **with supporting documentation**, shall be solicited and consolidated by the committee or the appointing administrator, whichever is making the final selection as in No. 4 above. These evaluations shall remain confidential to the committee and to the appointing administrator. **The hiring administrator shall give serious consideration to the recommendations and documentation given by faculty and staff (as in 8c above), weighing them against compelling reasons related to affirmative action, finance, or institutional well-being.**

12. **Once a decision is made, the hiring administrator shall meet with the faculty and staff of the relevant unit or constituency group, or the elected representative body for that group, to explain the decision in light of the faculty and staff's recommendation.** If an appointment is not made from this slate **of finalists**, the appointing administrator shall either direct the committee to continue its search or discharge the committee and reconstitute a new search committee, utilizing the guidelines and procedures established above.

FS0907