

SENATE ACTION FORM

No. 1195

Subject: Administrative Position Searches 3-3-1201 (revision of SA #1177)

Reference to Senate Minutes dated: 10/26/2020

Senate Action:

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

VOTE: Approved by voice vote.

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)

X Other action requested/comments: Administrative review and Presidential approval requested

Faculty Senate Chair 10/29/2020 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 of Board approval (if applicable): not applicable

Attachment to Senate Action #1195  
Approved by the Faculty Senate  
October 26, 2020

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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

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, other than the chair, following a process of its choosing which shall include a call to the entire facultye

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**3-3-1202(3) Search for a 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 and the Faculty Senator(s) from the college 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 and the Faculty Senator(s) from the college 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. The FSEC and the Faculty Senator(s) from the college shall have the opportunity to provide feedback on this decision.

(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 Senator(s) from the college, in consultation with the FSEC, shall select the faculty members of the search committee, other than the chair, following a process of its choosing which shall include a call to the entire faculty.

### **3-3-1202(4) Search for an Assistant/Associate Dean of a College.**

#### **(a) Initiation of a Search.**

- (i) The Dean shall decide when to commence a search for an Assistant/Associate Dean after budgetary approval for the position has been granted by the CAO.
- (ii) If the Dean decides to fill any of the positions mentioned in this subsection without a search, including an interim appointment, the FSEC and the Faculty Senator(s) from the college shall have the opportunity to provide feedback to the Dean.
- (iii) If a search fails and an interim appointment is to be made or continued, the FSEC and the Faculty Senator(s) from the college shall have the opportunity to provide feedback to the Dean.

#### **(b) Chair of the Committee.**

- (i) The Dean shall select a chair of the search committee. The FSEC and the Faculty Senator(s) from the college shall have the opportunity to provide feedback on this decision.

#### **(c) Committee Membership.**

- (i) The overall size and composition of the search committee shall be determined by the Dean. Regardless of its size, the majority of the members of the committee shall be voting faculty. The Faculty Senator(s) from the college, in consultation with the FSEC, shall select the faculty members of the search committee, other than the chair, following a process of its choosing which shall include a call to the entire faculty.

### **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, other than the chair, following a process of its choosing which shall include a call to the entire faculty.