

POLICY STATEMENT

NUMBER: 75-20

UNIFORM FILE

REFERENCE: Consultation  
Committees

SUBJECT: GUIDELINES FOR CONSULTATION COMMITTEES

The consultation process that brings together the faculty the administration, and frequently other members of the University community, in a joint search for administrative officers is an important part of selecting individuals who enjoy the confidence of both the faculty and administration. To this end it is essential to maintain mutual contact throughout the search between the committee and the office for whom the consultation is being provided. The following guidelines have been developed to improve the efficiency and effectiveness of the consultation process.

1. The consultative committee shall be formed in accord with the accepted University practice. The members of those groups responsible for selecting members to the consultation committee should assure themselves that membership of that committee reflects the diversity in minority and female representation expected under the University's Affirmative Action Program. No member of the committee shall be a candidate for the office involved.
2. A chairman and a secretary shall be designated at the first meeting. Administrative support for the committee shall be provided by the appropriate Vice President. It is essential that mutual contact between the committee and the office for whom the advice and consultation is being provided be maintained at all points during the process.
3. When organized, the committee shall first contact the President or an appropriate University officer designated by him for whom the consultation is being provided. The consultative committee will be given a general statement of the responsibilities and duties of the position to be filled and the time period during which the search shall be conducted. Following a thorough discussion between the President's designee and the consultation committee of the role and qualifications for the position, the committee will then seek nominations from the officer directly responsible for the position as well as from any other appropriate source.

4. The Director of Affirmative Action shall meet with the committee at an early session prior to the conduct of the search to review the process by which the search shall be conducted. The President's designee will consult with the committee as to the position description, the deadline for receipt of applications, the announcement of the vacancy, and the nature of the advertising, if any, which will be placed.
5. The names of those on the consultative committee, a description of the position to be filled, and the time period during which the search will be conducted, shall be published in the University Bulletin. Advertising for the position will be placed in selected regional and national journals, as appropriate, unless a waiver is secured from the President. An appropriate letter requesting applicants to file their papers for consideration will be sent by the President's designee. Such a letter shall be drafted in consultation with the committee.
6. The President's designee is responsible for the adequacy of the applicant pool. The Director of Affirmative Action will review the adequacy of that pool prior to the review of the applicants' qualifications by the consultation committee. Such a review will be conducted in accord with the University's personnel and affirmative action policies.
7. The committee shall interview a select number of candidates. In selecting candidates for interview, the committee shall conform to the University policy on affirmative action and equal opportunity employment. When interviews are arranged, the appropriate University officer shall -- and the President may -- hold separate interviews.
8. After interviews have been completed, the committee's confidential consensus evaluation as to the relative strengths and weaknesses of each candidate interviewed in terms of the responsibilities of the office for which the candidate is being considered will be submitted in writing to the President's designee. The committee shall recommend at least five of the strongest candidates for consideration by the President's designee who may request a meeting with the committee to further review their recommendations. The records of the committee will be deposited and maintained confidentially in the Executive Office of the President so that they might be available for inspection by appropriate state and federal civil rights enforcement agencies.

9. The officer to whom the position reports will normally recommend one or more of the candidates to the President for formal appointment; however, if those recommended by the consultation committee are not deemed acceptable, than the President's designee may recommend to the President that an interim appointment should be made until a further search can be conducted.
10. All appointments are made by the President and appointees serve at his pleasure for an indefinite term.

DEG:jc  
October 24, 1975

