

*Superseded by BBS-06, 85-07,
superseded by B 90-03*

CALIFORNIA STATE UNIVERSITY, LONG BEACH

POLICY STATEMENT

NUMBER: 79-21
REVISED: 11/29/79
FILE: Appointments

SUBJECT: APPOINTMENT AND REVIEW OF ACADEMIC ADMINISTRATORS

This Policy Statement supersedes PS 75-20 and PS 78-17

The following policy statement, recommended by the Academic Senate at its meeting of April 5, 1979 and approved by the President on August 14, 1979, is as follows:

17.100 POLICIES FOR THE APPOINTMENT OF ACADEMIC ADMINISTRATORS

17.110 The 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 search is being provided. The following guidelines have been developed to improve the efficiency and effectiveness of the consultation process.

17.120 The following procedures are in accord with the consultation procedures required by Section 42701 of Title 5 of the California Administrative Code and are subject to all applicable laws of the federal government and the State of California, regulations of the Board of Trustees, and directives of the Chancellor. All laws, rulings, and interpretations relative to Affirmative Action apply.

17.200 PROCESS FOR ESTABLISHING SEARCH COMMITTEES

- 17.210 As soon as possible after it is known that a vacancy will occur, the President or designee responsible for making an appointment of an Academic-Administrator shall request the appropriate constituency to form a search committee. The constituencies for faculty participation in the appointment of Academic-Administrators are described later in this document.
- 17.220 The University Academic Senate shall appoint an "Interim Committee on Faculty Consultation in Academic-Administrative Appointments." This committee shall serve in emergency capacity during the summer months if the committee designated in Section 17.730 entitled Constituencies for Faculty Participation in Academic-Administrative Positions cannot be convened.
- 17.230 The members of those constituencies responsible for selecting members to the search 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 candidate for the office involved may be a member of the search committee.
- 17.231 When staff or student participation on search committees is appropriate, staff members shall be appointed by the President from an appropriate staff employee listing or in the case of student participation, by the Senate of the Associated Students.

17.300 GUIDELINES FOR ACADEMIC-ADMINISTRATOR SEARCH COMMITTEE

- 17.310 A chairperson and secretary shall be elected at the first meeting. Administrative resources and support for the committee shall be provided by the appropriate administrative office. 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.

17.320 When officially formed, the committee shall first contact the President and/or an appropriate University officer designated by him/her for whom consultation is being provided. The search 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 and/or designee and the search committee of the role and qualifications for the position, the committee will then seek nomination from the administrative officer directly responsible for the position, as well as from any other appropriate source.

17.330 The Affirmative Action Coordinator shall meet with the committee at the earliest session prior to the initial conduction of the search to review the process by which the search shall be conducted, and shall review the total process from an Affirmative Action perspective prior to the submission of the names of the committee's nominees to the President or his/her designee. The Affirmative Action Coordinator will also be responsible for notifying the chairperson and secretary of the search committee regarding any changes in Affirmative Action guidelines, policies, procedures, until such time as the search committee has been formally dissolved.

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 which will be placed in appropriate publications.

17.340 The names of the members of the search 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 broadly selected regional and national journals as appropriate. The committee shall make clear that it seeks both nominations and applications for the position. An appropriate letter requesting applicants or nominees to file their papers for consideration will be sent by the chair of the committee in consultation with the committee.

- 17.350 The President's designee is responsible for the adequacy of the applicant pool. The Affirmative Action Coordinator will review the adequacy of that pool prior to the review of the applicant's qualifications by the search committee. Such review will be conducted in accord with the University's personnel and affirmative action policies.
- 17.360 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.
- 17.370 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 a number of 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.
- 17.380 The officer to whom the applicant reports will normally recommend one or more of the candidates to the President for formal appointment; however, if those recommended by the search committee are not deemed acceptable, then the President's designee must consult with the committee in an attempt to resolve problems.
- 17.390 All appointments are made by the President, and appointees serve at his pleasure for an indefinite term.

17.400 ACADEMIC-ADMINISTRATIVE APPOINTMENTS

17.410 Principles

- 17.411 A faculty member serving in a tenured academic position immediately preceding assignment to an academic-administrative assignment retains her or his permanent status as an academic employee.
- 17.412 A faculty member serving in a probationary academic position immediately preceding an academic-administrative assignment shall be reviewed and may acquire through the normal R&A consultative process academic tenure at a campus while serving in the academic-administrative assignment.
- 17.413 Appointments to certain academic-administrative assignments may be made only after such consultation as is required by Section 42701 and 42702, Title 5. Those persons from off campus employed into academic-administrative positions shall be given retreat rights only after appropriate faculty consultation including the Teaching Service Area involved (see also: CSULB policy on Teaching Service Areas). In normal practice, the determination of retreat rights and the assignment of a Teaching Service Area shall be made at the time of appointment.

17.500 "ACTING" APPOINTMENTS

- 17.510 An academic-administrator will be considered in an "acting" position when it is not possible to obtain faculty consultation. The President or designee shall make the acting appointment and the individual appointed will serve in the acting position until the consultation process for an interim or permanent academic-administrator has been completed. The faculty and administration shall complete the consultation as quickly as possible.

17.600 "INTERIM" APPOINTMENTS

- 17.610 An academic-administrator will be considered in an "interim" position after appropriate faculty consultation, but only when a limited search (other than national) for the position has been conducted. The individual appointed will serve until the normal process for appointment of an academic-administrator has been completed as described in Section 17.300 entitled Guidelines for Academic-Administrator Search Committees.

17.700 FACULTY PARTICIPATION IN ACADEMIC-ADMINISTRATIVE
APPOINTMENTS

17.710 Requires Faculty Consultation"

1. President*
2. Vice President for Administration and Staff
Coordination
3. Vice President for Academic Affairs
4. Executive--Student Affairs: Dean of Students
5. Associate Vice President for Academic Affairs--
Academic Personnel
6. Associate Vice President for Academic Affairs--
Instructional Programs Graduate Dean
7. Deans of Schools
8. Dean of Extended Education
9. Director of Extended Education
10. Director, Center for Public Policy and
Administration
11. Director, University Library
12. Director, Learning Resources
13. Director, Center for Faculty Development
14. Director, Sports, Athletics, and Recreation
15. Director, Student Development Programs
16. Director, International Education Center
17. Associate Deans of Schools
18. Director of Automatic Data Processing and
Information Systems

17.720 Does Not Require Faculty Consultation (Not academic-
administrative positions):**

1. Director of Public Affairs
2. Director of University Publications
3. Director of Physical Planning and Development
4. Business Manager
5. Director, Plant Operations
6. Director, Public Safety
7. Director, Staff Personnel
8. Director, Financial Aid

*Ad Hoc Committee created in accordance with procedures
established by the Board of Trustees.

**Persons responsible for nonacademic-administrative
appointments shall develop appropriate consultative
procedures to include faculty, students, and staff as
appropriate prior to appointment.

9. Financial Manager
10. Director, School Relations
11. Scheduling Coordinator
12. Registrar
13. Director, University Union
14. Medical Director, Health Center
15. Director, Admissions and Records
16. Director, Educational Resources Planning
17. Director, Institutional Research
18. Director of Research
19. Directors and Associate Deans in Administrative Affairs and Student Affairs Divisions
20. Affirmative Action Coordinator

17.730 Constituencies for Faculty Participation in Academic-Administrative Positions

<u>Position</u>	<u>Constituency for Faculty Participation</u>
President	Committee established by Board of Trustees: Chairman, Board of Trustees; Two Trustees; Chancellor; Vice Chancellor for Faculty and Staff Affairs; one CSUC President; one member, CSULB Advisory Board; three campus representatives (at least two must be faculty; one CSULB student).
Vice President for Administration and Staff Coordination	
Vice President for Academic Affairs	
Executive--Student Affairs: Dean of Students	
Associate Vice President for Academic Affairs--Academic Personnel	Ad Hoc Committee created in accordance with procedures established by the President and Academic Senate with faculty, staff, and student representatives as appropriate
Associate Vice President for Academic Affairs--Instructional Programs	
Graduate Dean	

Dean of Extended Education
Director, Extended Education
Director, Learning Resources
Director, Center for Faculty
Development
Director, Student Development
Programs
Director, International Education
Center
Director, Automatic Data Processing
and Information Systems
Director, University Library

taking into account the
knowledge they have of
the competencies needed
in a particular position.

Ad Hoc Committee created
in accordance with
procedures established
by the President and
Academic Senate and
comprised of
professional librarians,
library staff, faculty,
and student
representatives.

Deans of Schools
Director, Center for Public
Policy and Administration

Ad Hoc Committee selected
by faculty of the respec-
tive Schools or Centers,
in accordance with the
constitution of the
School or Center. In
the case of a new
School, consultation
shall occur with an Ad
Hoc Committee of the
faculty of that School.

Associate Dean of Schools

Committee comprised of
constituents within the
School involved in
accord with the
processes specified in
the documents of that
School. In the case of
a new School,
consultation shall occur
with an Ad Hoc Committee
of the faculty of that
School.

Director, Sports, Athletics,
and Recreation

A subcommittee appointed
by the University Board
of Sports, Athletics,
and Recreation to
include representatives
from the faculty, staff,
students,
administration, alumni,
and the community.

17.800 REVIEW OF ACADEMIC-ADMINISTRATORS

17.810 Every five years, a periodic review shall be made of each academic-administrator listed in Section 17.700, entitled Faculty Participation in Academic-Administrative Appointments whose position requires faculty consultation. The committee for reviewing the Dean shall simultaneously review the Associate Deans of the Schools, unless the committee determines that such review is inappropriate at that time. This section shall not apply to those administrators who have announced their intention to retire or resign within one year.

17.820 Upon petition of one-third of the regular (tenured/tenure track) constituent faculty, a review by faculty and/or administrators shall be undertaken at any time.* The Chair of the Academic Senate and the Associate Vice President for Academic Affairs--Academic Personnel shall certify the petition. A copy of the certified petition will be forwarded to the affected academic-administrator.

17.830 With the exception of the President (Presidential review committee will be established by the Academic Senate), the review committee for each academic-administrator will be comprised of the same type of membership and will be selected in the same manner as the search committee for that position as listed in Section 17.700 entitled Faculty Participation in Academic-Administrative Appointments. In the case of the vice presidents, an equivalent administrator from another

*Any academic-administrator shall be reviewed after five years, providing that at least three of the five years were spent as a regular appointee.

institution in the CSUC, named by the President with the concurrence of the Rules Committee, shall be added to the Review Committee. In the case of the Deans, an equivalent academic-administrator from another institution in the CSUC, named by the Academic Vice President with the concurrence of the Rules Committee and an additional faculty member from outside the school named by the Rules Committee, shall be added to the Review Committee.

- 17.840 With the exception of tenured Librarians and Student Affairs Officers III, IV, and V, faculty to serve on Academic-Administrative Review Committees shall be selected by the Rules Committee of the Academic Senate from a standing Administrative Review Panel.
- 17.850 Representatives from the Student Affairs Division and the Library shall be selected by the Rules Committee of the Academic Senate from an employee list of tenured librarians and Student Affairs Officers III, IV, and V. The procedure for selecting faculty members on the Administrative Review Panel is as follows:
 - 17.851 The departments will nominate tenured faculty, preferably those familiar with the entire campus operation;
 - 17.852 The school will elect one representative for each twenty-five faculty members or fraction thereof. Members shall serve staggered three-year terms;
 - 17.853 The Academic Senate Office will compile the list of Administrative Review Panel members.
- 17.860 The members of each review committee shall establish ways and means by which the review will be accomplished.
- 17.870 When the review has been completed, a written report and recommendations shall be submitted to the individual reviewed and the individual's immediate supervisor, as well as all reporting levels above the supervisor. The appointing authority then shall consider appropriate action.

17.880 Early in the review process, committees formed to review deans, associate deans, and directors shall meet with the Academic Vice President; committees formed to review vice presidents shall meet with the President. In the case of the deans, associate deans, and director, administrative assistance and staff support will be provided by the Office of the Associate Vice President for Academic Affairs--Academic Personnel. In the case of Vice President reviews, the President's Office will provide the support.

Effective: Immediately.

DEG:jn

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AUG 31 1979

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Academic Senate Office
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the summer months if the committee designated in Section 17.730 entitled Constituencies for Faculty Participation in Academic-Administrative Positions cannot be convened.

- 17.230 The members of those constituencies responsible for selecting members to the search 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 candidate for the office involved may be a member of the search committee.
- 17.231 When staff and/or student participation on search committees is appropriate, such members shall be appointed by the Staff Affairs Council and/or the Senate of the Associated Students, respectively.
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- 17.350 The President's designee is responsible for the adequacy of the applicant pool. The Affirmative Action Coordinator will review the adequacy of that pool prior to the review of the applicant's qualifications by the search committee. Such as review will be conducted in accord with the University's personnel and affirmative action policies.
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17.700 FACULTY PARTICIPATION IN ACADEMIC-ADMINISTRATIVE
APPOINTMENTS

17.710 Requires Faculty Consultation:

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2. Vice President for Administration and Staff
Coordination
3. Vice President for Academic Affairs
4. Executive--Student Affairs: Dean of Students
5. Associate Vice President for Academic
Affairs--Academic Personnel
6. Associate Vice President for Academic
Affairs--Instructional Program/Dean: Graduate
Studies
7. Executive Vice President--Foundation
8. Deans of Schools
9. Dean of Extended Education
10. Director of Extended Education
11. Director, Center for Public Policy & Administration
12. Director, University Library
13. Director, Learning Resources
14. Director, Center for Faculty Development
15. Director, Sports, Athletics and Recreation
16. Director, Student Development Programs
17. Director, International Education Center
18. Associate Deans of Schools
19. Director of Automatic Data Processing and Information
Systems

*Ad Hoc Committee created in accordance with procedures
established by the Board of Trustees

17.720 Does Not Require Faculty Consultation (Not
academic-administrative positions):**

1. Director of Public Affairs
2. Director of University Publications
3. Director of Physical Planning and Development
4. Business Manager
5. Director, Plant Operations
6. Director, Public Safety
7. Director, Staff Personnel
8. Director, Financial Aid and Student Employment
9. Controller
10. Director, Relations with Schools
11. Scheduling Coordinator
12. Registrar
13. Director, University Union
14. Medical Director, Health Center
15. Director, Admissions and Records
16. Director, Academic Planning
17. Director, Institutional Research
18. Director of Research
19. Directors and Associate Deans in Administrative
Affairs and Student Affairs Divisions
20. Affirmative Action Coordinator

17.730 Constituencies for Faculty Participation in
Academic-Administrative Positions

<u>Position</u>	<u>Constituency for Faculty Participation</u>
President	Committee established by Board of Trustees: Chairman, Board of Trustees; two Trustees; Chancellor; Vice Chancellor for Faculty and Staff Affairs one CSUC President; one member, CSULB Advisory Board; three campus representatives (at least two must be faculty; one CSULB student).
Vice President for Administration and Staff Coordination	
Vice President for Academic Affairs	
Executive--Student Affairs: Dean of Students	

**Persons responsible for nonacademic-administrative appointments
shall develop appropriate consultative procedures to include
faculty, students, staff as appropriate prior to appointment.

Associate Vice
President for
Academic Affairs--
Academic Personnel
Associate Vice
President for
Academic Affairs--
Instructional Programs/
Dean: Graduate Studies
Dean of Extended
Education
Director, Extended
Education
Director, Learning
Resources
Director, Center for
Faculty Development
Director, Student
Development Programs
Director, International
Education Center
Director, Automatic
Data Processing and
Information Systems

Executive Vice
President--Foundation

Director, University
Library

Deans of Schools
Director, Center for
Public Policy and
Administration

Associate Deans of
Schools

Ad Hoc Committee created in accordance with procedures established by the President and Academic Senate with faculty, staff and student representatives as appropriate, taking into account the knowledge they have of the competencies needed in a particular position.

Subcommittee of the Foundation Board of Directors comprised of faculty, administrators, and community members.

Ad Hoc Committee created in accordance with procedures established by the President and Academic Senate and comprised of professional librarians, library staff, faculty, and student representatives.

Ad Hoc Committee selected by faculty of the respective Schools or Centers, in accordance with the constitution of the School or Center. In the case of a new School, consultation shall occur with an Ad Hoc Committee of the faculty of that School.

Committee comprised of constituents within the School involved in accord with the processes specified in the documents of that School. In the case of a new School, consultation shall occur with an Ad Hoc Committee of the faculty of that School.

Director, Sports,
Athletics, and
Recreation

A subcommittee appointed by
the University Board of Sports,
Athletics, and Recreation to
include representatives from
the faculty, staff, students,
administration, alumni and the
community.

17.800 REVIEW OF ACADEMIC-ADMINISTRATORS

- 17.810 Every five years a periodic review shall be made of each academic-administrator listed in Section 17.700, entitled Faculty Participation in Academic-Administrative Appointments whose position requires faculty consultation. The committee for reviewing the Dean shall simultaneously review the Associate Deans of the Schools unless the committee determines that such review is inappropriate at that time. This section shall not apply to those administrators who have announced their intention to retire or resign within one year.
- 17.820 Upon petition of one-third of the regular (tenured/tenured track) constituent faculty, a review by faculty and/or administrators shall be undertaken at any time.* The Chair of the Academic Senate and the Associate Vice President for Academic Affairs--Academic Personnel will certify the petition. A copy of the certified petition will be forwarded to the affected academic-administrator.
- 17.830 With the exception of the President (Presidential review committee will be established by the Academic Senate), the review committee for each academic-administrator will be comprised of the same type of membership and will be selected in the same manner as the search committee for that position as listed in Section 17.700 entitled Faculty Participation in Academic-Administrative Appointments. In the case of the vice presidents, an equivalent administrator from another institution in The CSUC, named by the President with the concurrence of the Rules Committee, shall be added to the Review Committee. In the case of the deans, an equivalent academic administrator from another institution in The CSUC, named by the Academic Vice President with the concurrence of the Rules Committee and an additional faculty member from outside the school, named by the Rules Committee, shall be added to the Review Committee.
- 17.840 With the exception of tenured Librarians and Student Affairs Officers III, IV, and V, faculty to serve on Academic-Administrative Review Committees shall be selected by the Rules Committee of the Academic Senate from a standing Administrative Review Panel.

*Any academic-administrator shall be reviewed after five years, providing that at least three of the five years were spent as a regular appointee.

- 17.850 Representatives from the Student Affairs Division and the Library shall be selected by the Rules Committee of the Academic Senate from an employee list of tenured librarians and Student Affairs Officers III, IV, and V. The procedure for selecting faculty members on the Administrative Review Panel is as follows:
- 17.851 1. The departments will nominate tenured faculty, preferably those familiar with the entire campus operation;
- 17.852 2. The school will elect one representative for each twenty-five faculty members or fraction thereof. Members shall serve staggered three-year terms;
- 17.853 3. The Academic Senate Office will compile the list of Administrative Review Panel members.
- 17.860 The members of each review committee shall establish ways and means by which the review will be accomplished.
- 17.870 Early in the review process, committees formed to review deans, associate deans, and directors shall meet with the Academic Vice President; committees formed to review vice presidents shall meet with the President. In the case of the deans, associate deans, and directors, administrative assistance and staff support will be provided by the Office of the Associate Vice President for Academic Affairs--Academic Personnel. In the case of vice president reviews, the President's Office will provide the support.

Effective: Immediately

DEG:bjp
8/23/79

