

Superseded by PS 90-03

California State University, Long Beach

POLICY STATEMENT

March 22, 1985

Number: 85-06

File: Appointment

This following policy was recommended by the Academic Senate in its meeting of February 14, 1985 and received the concurrence of the President on March 22, 1985.

SUBJECT: POLICIES AND PROCEDURES FOR SELECTION AND APPOINTMENT OF ACADEMIC ADMINISTRATORS

The process that brings the faculty, the administration, and frequently other members of the University community together in a joint search for administrative officers should ensure the selection of individuals who enjoy the confidence of both the faculty and administration. To this end, throughout the selection and appointment process, it is essential to maintain mutual contact between the committee and the office for whom the search is being provided. It is also essential that confidentiality be maintained in all phases of the selection and appointment process, both to protect the candidates and to maintain the integrity of that process.

The document establishes policies and procedures for the selection and appointment of individuals who are line officers (normally with academic retreat rights) in the following academic-administrative assignments:

- Vice President for Academic Affairs
- Associate Vice President for Academic Affairs--Academic Personnel
- Associate Vice President for Academic Affairs--Instructional Programs
- Deans of the Schools and The Graduate Center for Public Policy and Administration
- Director, University Library

In the case of positions not listed above, the President (or designee) shall decide when a Selection and Appointment Committee is appropriate. In such cases, the Committee shall be formed by appointment by the President (or

designee) and shall include one or more members of the faculty recommended by the leadership of the Academic Senate.

I. PRINCIPLES

It is desirable for individuals selected to serve in the academic-administrative positions listed above to have the confidence of the faculty and administration. For this reason, in the selection of these administrative officers, the President is committed to the principle of consultation with University representatives and, where appropriate, community representatives. The procedures established in this document are in accord with and 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 also apply.

II. RESPONSIBILITY FOR APPOINTMENT

The final decision concerning the selection and appointment of individuals serving in the academic-administrative assignments listed above shall be made by the President of the University or, after consultation with the President, by the Vice President for Academic Affairs, based upon the appropriate delegation of authority issued by the President.

III. ESTABLISHMENT OF ADVISORY COMMITTEE

Upon announcement of a vacancy, the Vice President for Academic Affairs (or the President in the case of a vacancy of the position of Vice President for Academic Affairs) shall call for the establishment of an Advisory Committee on Selection and Appointment. This call shall be directed to the Academic Senate in the case of academic-administrative appointments to be made outside of the Schools (or equivalent administrative unit). Within the Schools the call shall be made to the duly constituted faculty consultative body. Advisory Committees on Selection and Appointment shall normally be constituted as follows:

1. Four tenured faculty members selected by the Academic Senate or, in the case of the Schools, by the duly constituted faculty consultative body;
2. One academic-administrator selected by the President;
3. One member of the staff selected by the staff of the Division, School, or Program involved;
4. One student member, selected by the President of the Associated Students or, in the case of the Schools, by the duly constituted student organization;
5. When appropriate, the President may appoint a representative of the community at large.

Membership of the Advisory Committee on Selection and Appointment should reflect the diversity in minority and female representation that is expected under the University's Affirmative Action Plan, and the individuals selected to serve on the committee should have knowledge of the competencies needed in the particular position. No candidate for the position involved may be a member of the Committee.

IV. SELECTION PROCEDURES

The selection procedures utilized in the search process shall be in accord with the policies and procedures set forth in the University Affirmative Action Plan.

When the Advisory Committee is officially formed, the President, or Vice President for Academic Affairs, and the Associate Vice President for Academic Affairs--Academic Personnel shall meet with the committee to discuss the role and qualifications of the position, the criteria for selection, the process and timelines by which the search shall be conducted, and the Affirmative Action guidelines to be followed.

A Chair should be elected at the first meeting of the Committee. Administrative and staff support for the committee shall be provided by the Associate Vice President for Academic Affairs--Academic Personnel.

Following the close of the application deadline, the Associate Vice President for Academic Affairs--Academic Personnel may screen the applications for minimum qualifications and will forward the remainder of the applications to the Committee for review. Members of the Committee may also make arrangements to review those resumes which were not forwarded to the committee.

Following completion of the review, and before the final list is determined, the Committee shall meet with the President or Vice President for Academic Affairs to review the qualifications of the candidates recommended by the committee for interview. The President or Vice President may also invite, for purposes of interview, additional candidates from the pool of applicants.

The Office of the Associate Vice President for Academic Affairs--Academic Personnel will make arrangements for the interviews and provide the candidates selected for interview with informational materials about the University, School, or Program area and any other materials deemed appropriate. Prior to inviting candidates to the campus, the Chair of the Committee shall consult with the President or Vice President for Academic Affairs on an appropriate itinerary for the candidate's visit.

When the interviews have been completed, the Committee shall provide the President or Vice President for Academic Affairs a confidential consensus evaluation of the strengths and weaknesses of each candidate interviewed. The President or Vice President for Academic Affairs may hold additional meeting(s) with the Committee to review its assessment in greater detail.

V. APPOINTMENT

All appointments are made by the President or, if appropriate, following consultation with the President, by the Vice President for Academic Affairs. Appointees serve at the pleasure of the President (or designee) for an indefinite term.

When an academic-administrative position listed above becomes vacant, the President or Vice President may make an acting appointment. An academic-administrator will be considered in an "acting" position when it is not possible to obtain faculty consultation. The President or Academic Vice President 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.

An academic-administrative position will be considered "interim" after appropriate faculty consultation as prescribed above, but only when a limited (other than national) search for the position has been conducted. The individual will serve until the normal procedure for selection and appointment of an academic-administrator has been followed and completed.

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