

**California State University, Long Beach
Policy Statement
90-03**

November 15, 1990

This Policy Statement supersedes Policy Statements 85-06 and 85- 07 of March 22, 1985

**POLICIES AND PROCEDURES FOR THE SELECTION, APPOINTMENT AND REVIEW OF
ACADEMIC ADMINISTRATORS**

This document establishes policies and procedures for the selection, appointment, and periodic review of individuals who are academic administrators in the following administrative assignments:

UNIVERSITY-WIDE:

Provost and Senior Vice-President for Academic Affairs Associate and Assistant Vice-Presidents for Academic Affairs

SCHOOLS AND PROGRAMS:

Deans of the Schools
Associate and Assistant Deans of the Schools
Director of the University Library and Learning Resources
Director of the Graduate Center for Public Policy and Administration

OTHER:

Any other administrative appointment where the appointee is granted tenure to an academic discipline in the appropriate department.

For positions not mentioned above, the President (or designee) shall call for a search committee or review committee where appropriate.

1.100PRINCIPLES

It is vital to the mission of the University that academic administrators be selected and reviewed through a process which involves the meaningful participation of administration, faculty, and other members of the academic community; the aim of this process is to foster both excellence in individuals appointed to these positions and confidence on the part of their constituencies. To this end, throughout the selection, appointment, and review process, it is essential to maintain close contact between the committee and the office for whom the search and/or review is being provided. To protect the individuals being considered or reviewed, and to maintain the integrity of the process, confidentiality shall be preserved throughout the process. Membership on committees established in accordance with this policy shall attempt to represent the University's ethnic and gender diversity.

1.110Responsibility. The final decision concerning the selection, appointment, and reappointment of individuals serving in the administrative assignments listed above shall be made by the President of the University, or by the Provost and Senior Vice-President for Academic Affairs (or designee) when delegated that authority by the President.

2.100SELECTION AND APPOINTMENT

2.110Selection of Search Committee. When a vacancy in one of the above positions occurs, the President, or Provost where appropriate, shall call for the establishment of a search committee. This call shall be directed to the Academic Senate.

2.120Search committee membership for University-wide academic administrative position shall include:

Five tenured faculty members elected by the Academic Senate. The Chair of the Academic Senate shall serve ex-officio as one of the five faculty members on search committees for the Provost and Senior Vice-President for Academic Affairs.

One CSULB administrator selected by the President or the Provost where appropriate. In situations where appointment of a CSULB administrator is not feasible, the President or the Provost may appoint an appropriate administrator from another CSU campus.

One member of the staff from the division involved, elected by staff members of the Academic Senate or the appropriate staff body.

One student member, selected by the Associated Students.

When appropriate, the President may appoint a representative from the community-at-large.

2.130Search Committee membership for school or program administrative positions shall include:

Five tenured faculty members from the school or program involved, elected by the appropriate school (or program) council.

One CSULB administrator selected by the Provost where appropriate.

One member of the staff from the school or program concerned, elected by the staff of that school or program.

One student member from the school or program involved, selected by the appropriate student council or by the Associated Students if no student council exists.

Where appropriate, the Provost may appoint a representative from the community-at-large.

2.140No candidate for the position involved may be a member of the search committee.

2.200SELECTION PROCEDURES

2.210Selection procedures utilized in the search process shall be in accordance with the policies and procedures set forth in the University Affirmative Action Plan and this policy.

2.220Following formulation of the search committee, the administrator to whom the administrative position reports 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.

2.230The committee shall elect a chair at its first meeting. Staff support for the committee shall be provided by the office of the administrator to whom the appointee shall report.

2.240Following the close of the application deadline, those applications which meet the minimum criteria for the position shall be forwarded to the committee for review. Applications which do not meet the minimum criteria shall be retained in the appropriate administrative office. They shall be available for review by committee members upon request.

2.250The committee shall evaluate all applications forwarded to it for review, and select those candidates to be invited for interviews on campus. The appropriate administrative office shall make travel arrangements for off-campus candidates.

2.260In consultation with the appropriate administrative office, the search committee shall arrange an itinerary for each candidate.

2.261Candidates for University-wide academic administrative positions shall be interviewed by the search committee, the administrator to whom the candidate would report, the President where appropriate, the Academic Senate Executive Committee, officers of the California Faculty Association, the Deans' Council, and the faculty of the department to which the candidate may be granted faculty retreat rights.

2.262Candidates for deans or director positions and associate or assistant deans shall be interviewed by the search committee, the administrator to whom the candidate would report, the school council or other appropriate faculty governing body, the chairs of the departments in that school or program, the faculty of the department to which the candidate may be granted faculty retreat rights, and where appropriate, the President, the Provost, the Academic Senate Executive Committee, and officers of the California Faculty Association.

2.270When all interviews have been completed, each of the appropriate campus constituencies listed above (except the President or designee and the administrator to whom the appointee would report) shall submit a written report to the search committee for its review. The committee shall meet with any of the above if needed, and prepare its own confidential evaluation of the strengths and weaknesses of each candidate. The committee shall submit its report along with its recommendations for appointment to the appointing authority via the administrator to whom the appointee would report. In cases where either the appointing authority, or the administrator to whom the appointee would report, does not concur with the committee's recommendation(s), she/he shall meet with the Committee to discuss the disagreement between them.

3.100APPOINTMENT

All appointments to the above academic administrative positions are made by the President unless specifically delegated to the Provost and Senior Vice-President for Academic Affairs by the President.

3.110Appointees serve at the pleasure of the president (or designee), and are subject to periodic review.

3.120Tenure in an academic discipline may be granted by the President to an academic administrator at the time of or subsequent to appointment. The President may grant tenure

only after an evaluation of the individual's qualifications and recommendation by the tenured faculty of the appropriate department.

4.100 INTERIM AND ACTING APPOINTMENT WHEN VACANCY OCCURS

When an academic administrative position becomes vacant, the President (or designee) may make an interim or acting appointment.

4.110 An interim academic administrator shall be appointed only after the consultation and selection process outlined above has been conducted. The only difference between an interim appointment and a permanent appointment is in the nature of the search. Normally, an interim appointment is the result of an internal, on-campus search where applicants are confined to tenured/probationary faculty or administrators of the University, whereas a permanent appointment follows a national search.

4.120 An interim academic administrator shall serve until the consultation and selection process for appointing a permanent academic administrator has been completed.

4.130 An acting appointment shall be made only when, due to extenuating circumstances, it is not possible for the President (or designee) to call for a search for an interim appointment in accordance with the selection procedures described above.

4.140 An acting academic administrator shall serve until the consultation and selection process for appointing an interim or permanent administrator has been completed. The consultation and selection process for the interim or permanent administrative appointment shall be initiated within 60 calendar days of the time the position becomes vacant.

4.150 In a situation where the position reports to an interim or acting administrator, the search may be delayed until a permanent appointment to that position is made.

5.100 PERIODIC REVIEW OF ACADEMIC ADMINISTRATORS

Each of the academic administrators covered above should maintain the confidence of faculty, staff, and students, in addition to the President (or designee) and the administrator to whom the person reports. Accordingly, each of these administrators shall be reviewed and evaluated periodically during the third year of the initial appointment, and every fifth year thereafter. The President or appropriate administrator may initiate a review more frequently, if desired.

5.110 Establishment of Periodic Review Committee. The President (or designee) or appropriate administrator shall request the Chair of the Academic Senate to establish a periodic administrative review committee to evaluate the administrator's performance during the third year of the administrator's initial appointment, and every fifth year thereafter.

5.120 For University-wide academic administrative positions, periodic administrative review committee membership shall include:

Five tenured faculty members elected by the Academic Senate. The Chair of the Academic Senate shall serve ex-officio as one of the five faculty in the case of review of a Vice-President or Associate/Assistant Vice-President.

One CSULB administrator appointed by the President (or designee). Should a situation exist

where it is not feasible for a campus administrator to serve, the President (or designee) may appoint an appropriate administrator from another CSU campus.

One member of the staff elected from the appropriate division by the staff members of the Academic Senate or other appropriate staff body.

One student member selected by the Associated Students.

A representative from the community-at-large may be appointed by the President (or designee) when appropriate.

5.130 For deans of the schools, associate or assistant deans of the schools, and directors of programs, the periodic administrative review committee membership shall include:

Five tenured faculty elected by the school or program council.

One CSULB administrator selected by the administrator to whom the individual being reviewed reports.

One member of the staff elected by the staff of the school or program.

One student selected by the school or program student council or by the Associated Students if no student council exists.

5.140 Written faculty and staff questionnaire evaluations shall be required for all academic administrators annually. The results of these evaluations shall be placed in the academic administrator's personnel file. The results will also be made available to the academic administrator's immediate superior. This information shall be made available to the academic administrator's Periodic Review Committee.

5.200 The individual being reviewed shall present information and documentation to the committee on the activities, progress, accomplishments, and problems of the areas of responsibility during the preceding three years for initial appointments, and during the preceding five years for subsequent appointments.

5.210 Additional data relevant to the review shall be obtained from other appropriate sources, including but not limited to the faculty, the Academic Senate Executive Committee, the Deans' Council, the leadership of the California Faculty Association, the President's cabinet, the Associated Students, other campus organizations, alumni, and community-based advisory groups.

5.220 The review committee shall meet with the President (or designee) or appropriate administrator at the initiation of the review process to discuss timelines and criteria to be used in evaluating the individual being reviewed.

5.300 The review committee shall prepare a confidential report of the review and findings on the performance of the individual being reviewed and evaluated, and submit it to the President (or designee) or appropriate administrator.

5.310 Prior to submission of the review committee's final report, the individual being reviewed shall be provided a copy of the report and be afforded an opportunity to review it and submit a written response within ten working days. Such written response, if any, shall be appended to the final report and forwarded to the President (or designee) or appropriate

administrator.

5.320 Following submission of the review committee's final report and the individual's written response, if any, the President (or designee) or appropriate administrator shall meet with the individual who has been reviewed and discuss the results of the evaluation.

5.330 The committee's report shall be placed in the individual's official Personnel File in the office of the President, or in the office of the Provost and Senior Vice- President for Academic Affairs where appropriate.

5.340 For University-wide academic administrative positions, the final disposition of the review by the President (or designee) shall be reported to the Chair of the Academic Senate. For deans of the schools, associate/assistant deans of the schools, and directors of programs, the final action of the President (or designee) or appropriate administrator shall be reported to the school or program council and the department chairs in the school or program.

EFFECTIVE: IMMEDIATELY