
**Guidelines for Full-time Academic and Administrator III
and IV Positions**
**[Supercedes PM 89-04 and Amendment #1, and PM 98-
07]**

Guidelines

Search committees are required for the hiring of all probationary (tenure-track) faculty, full-time temporary faculty, and Administrators III and IV. The following guidelines govern the selection process for these positions.

I. Search Committee for Faculty

Full-time Probationary (tenure-track) academic appointments shall be in accord with the stipulations of the current Unit III Bargaining Unit contract: Each department or equivalent unit shall elect a peer committee of tenured employees for the purpose of reviewing and recommending appointments. Faculty may also elect tenured faculty members from outside the department.

II. Search Committees for Administrators III and IV

A. Full-time Administrator III and IV appointment

1. Search committees shall include at least three and, preferably, five or more members. Committees should include appropriate participation of historically under-represented groups (ethnic minorities, women, and persons with disabilities). If the selection process used to appoint search committee members does not generate representation by these groups, the appointment authority (President, Vice President, or Dean) should augment the committee membership to achieve balance.

2. Each search committee should include at least one staff member from the school or unit, and depending upon the position, may include staff members from different departments. As a general rule at least one person on each committee should be from a unit other than the unit in which the successful candidate will be serving.

3. The faculty composition of the search committee for the Dean of a school or other equivalent unit, such as the Library, shall be as follows: A minimum of three faculty members or one-third of the committee, whichever is greater. These members shall be elected from within the school by the faculty of the school or equivalent unit. The Academic Senate shall elect an additional faculty member from a unit other than the unit in which the successful candidate will be serving.

4. The faculty composition **of the university-wide administrative search committees for positions in Academic Affairs shall be as follows:** A minimum of three faculty members or one-third of the committee, whichever is greater. **The Academic Senate shall elect** these members after nominations have been solicited from the faculty at-large through department chairs and members of the Academic Senate. The Senate Executive Committee will prepare a ballot based upon nominations from faculty members. Additional nominations may be made from the Senate floor prior to voting. No more than one member from any one department or program may serve on a given committee.

5. The faculty composition of the university-wide search committee for the Vice President of Academic Affairs shall be as follows: One faculty member elected from and by each of the Schools (Education, Business and Public Administration, Health); Three faculty members elected

from and by the College of Arts and Sciences.

6. The faculty composition of the university-wide search committees for Vice President, other than Academic Affairs and other positions in non-academic areas shall be as follows: A minimum of two faculty members or one-quarter of the committee, whichever is greater. The Academic Senate shall elect these members after nominations have been solicited from the faculty at-large through department chairs and members of the Academic Senate. The Senate Executive Committee will prepare a ballot based upon nominations from faculty members. Additional nominations may be made from the Senate floor prior to voting. No more than one member from any one department or program may serve on a given committee.

III. The Search Process for Faculty and Administrators III and IV

A. Normally, the department or equivalent unit shall develop faculty position descriptions and vacancy announcements. Such announcements shall be subject to approval by the department and Dean or other appropriate appointment officer.

B. Position announcements should be mailed to organizations interested in promoting the hiring of members of historically under-represented groups prior to their publication in advertisements.

C. All tenure-track faculty positions shall be publicized nationally. These positions should be announced in publications that call the position to the attention of the largest number of qualified persons, including historically under-represented persons.

D. Committee business shall not be conducted unless a majority of the

members is present. Each committee member shall participate in the preliminary screening of the applications or nominations. During interviewing and formulating recommendations, the full membership must be present. The only exception is that interviews may be audio and/or video tape-recorded in instances when a committee member is unable to participate. The absent committee member must then listen to the tape of the interview before participating in the recommendation process.

E. It is the responsibility of the chair of the committee in conjunction with the Dean to ensure that applicants are informed of their status at significant points in the process; for example, at the point when applicants are no longer under consideration.

F. Unless there are compelling reasons, no fewer than three qualified finalists will be recommended to the appointing officer (President, Vice President, or Dean). A cover memorandum that lists the strengths and weaknesses of each final candidate should accompany this recommendation.

G. There should not be any faculty hired into positions and given immediate tenure. A minimum of one complete academic year shall be served before tenure is granted.

IV. Procedures for Administrative Candidates Requesting Academic Appointments

A. It is the responsibility of the Associate Vice President for Faculty Affairs, the Vice President of Academic Affairs, and the appropriate academic dean to ensure that procedures are set up for a departmental review of any administrative candidate in the final pool

who requests an academic appointment. These administrators must notify the department chair at least two weeks in advance of the candidate's visit to campus, furnish the department with a copy of the candidate's curriculum vitae, and ensure that the candidate's schedule permits adequate time with the department or its elected representatives. If an administrative search is conducted during the summer or winter break and the faculty of the department concerned are not available, the President should withhold the conferring of an academic appointment until after the regular semester begins and the department has had adequate time to review the candidate and forward its recommendation to him or her.

B. The appropriate department will review the administrative candidate and recommend for or against appointment, and for or against tenure. The department should also recommend the rank of appointment. In making the recommendation, the department should consider the qualifications of the candidate to teach specific courses in the department, the candidate's previous academic appointments and academic rank, and the candidate's scholarly achievements. The granting of tenure at the rank of full professor should only be done in rare circumstances and the recommendation should be based on both the candidate's demonstrated abilities and fit with the academic program in the department.

C. The University, when possible, shall provide an additional faculty position to any department that is required to absorb an administrator.

D. If the appointing officer is not the President and she/he disagrees with

the departmental recommendation, then the President shall make the final decision. In the event the President does not follow the department's recommendation on academic appointment and tenure, he or she should meet with the department before the appointment is announced to explain the reasons for the decision.