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SEARCH COMMITTEES FOR SAN FRANCISCO STATE UNIVERSITY ADMINISTRATORS

Abstract

An important part of shared governance is participating in the recruitment and selection of the university's leaders. This policy specifies how faculty indicate their interests in serving on search committees for administrators, the roles and compositions of those committees, and the selection of interim administrators.

Key Words: *Administrative search pool, administrative search committee, interim administrators*

Author/Source

Strategic Issues Committee

Responsible Unit

Academic Senate

History

Version	Approved	Revisions(s)
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S18-180

3	04/03/2018	<ul style="list-style-type: none">• Revised recruitment method (Section B)• Changed terms of membership in search pool (Section B)• Updated list of administrative positions (Section D)• Modified composition of specific search committees (Section D)• Changed terms of service for interim administrators (Section E)• Miscellaneous edits (Sections A-E)
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- 2 03/17/2009 S09-180
- *Established search pool*
- S92-180
- 1 03/15/1993 • *Established consultative role of the Academic Senate's Executive Committee in administrative searches*
- *Established composition of specific administrative search committees*

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Policy

A. PURPOSE AND PRELIMINARIES

1. It is the responsibility of all faculty to participate in shared governance. Serving on the search committees of the university's administrators is an important component of this. This policy establishes: the procedures for faculty to serve on the search committees of university administrators; specifies the consultative role of the Academic Senate's Executive Committee, as elected representatives of the faculty, in searches for administrators; and sets conditions for the appointment of interim administrators.
2. The charge of a search committee is to recruit, obtain, seek information about, screen, interview, and recommend candidates for the position in question, based upon a joint review or development, if needed, of the position description with the hiring unit or relevant authority.
3. Before a search begins for an open administrative position the President or the President's designee, in consultation with the Executive Committee of the Academic Senate, shall determine the need for faculty representation on the search committee consistent with the position's impact upon faculty, students and staff, and in accordance with section D.
4. The basic composition and size of a search committee for an administrative position will vary according to the nature of the position and shall be determined by the President or the President's designee in consultation with the Executive Committee of the Academic Senate and the unit concerned. Search Committees should be constituted to reflect the balance and diversity appropriate to the search, including ethnicity, gender, rank and professional expertise. The faculty shares the responsibility for such diversity and balance.
5. The unit reporting to the administrator, and most affected by the position, shall be represented on the Committee except for compelling reasons as determined by the President or the President's designee in consultation with the Executive Committee.
6. The President or the President's designee and the Academic Senate's Executive Committee, as elected representatives of the faculty, will jointly select faculty representatives to serve on search committees from a pool of

faculty established in section B.

B. PROCEDURES FOR POPULATING ON THE ADMINISTRATIVE SEARCH COMMITTEE POOL

1. Faculty may join the administrative search pool at any time through a registration link maintained on the Academic Senate's website. During registration, faculty will be given the option to indicate any specific administrative searches or administrative functions in which they have interests. Faculty will also be asked for self-described demographic and professional data—including gender, ethnic group, academic rank, academic unit, and time base (e.g., full-time, part-time, FERP)—so the Academic Senate Executive Committee can gauge the pool's diversity and representativeness. Such data shall be confidential to the Executive Committee.
2. The Academic Senate will recruit faculty to the pool during its annual election period. To maximize recruitment, the Academic Senate, in consultation with the President or the President's designee, will identify the projected administrative searches for the following academic year.
3. If the pool membership is insufficient to comprise a specific search committee, the Academic Senate may recruit additional members for at least two weeks before the committee's first meeting.
4. Faculty who join the pool will remain in it until the next Academic Senate election, when the Academic Senate will empty and refill the pool. Faculty may re-register for the pool every year.
5. Members of the pool may decline service on any particular search.

C. GUIDELINES FOR CONSULTATION

1. The President or the President's designee shall convene the first meeting of the Search Committee, shall indicate the budget for the search and deadline for the Committee's final report; the President or the President's designee may appoint the Committee Chair with the concurrence of the Committee, except as provided in section D below.
2. The Search Committee must be involved from the beginning of the search process. Consultation will consist of deliberation rather than advisement to enable committee members to offer input into the process. Normally, the Committee shall review the position description and qualifications, scope of the recruitment effort, timeliness, and advertisement of the position and make revisions as appropriate.
3. At the time the position is formally advertised, the Committee shall inform the campus community of the position description and application deadline dates, and invite applications and nominations.
4. The Committee shall diligently search for qualified candidates from diverse backgrounds, particularly from those groups that are underrepresented in leadership positions.
5. All applicants, regardless of prior association with the University, shall be evaluated by the same criteria, and be given equal consideration and treatment by the Search Committee throughout the screening process. Applicants shall not be either excluded or included solely because of their geographical proximity to San Francisco State University.
6. The Committee shall provide timely opportunity for members of the University community to review candidate information (abbreviated CV) and, after a reasonable time period for that review, to meet with candidates invited for interviews; committee members will seek and review evaluative comments from those who have attended such meetings.

Comments received shall become part of the basis for further deliberation and for selection of the slate submitted to the President or the President's designee.

7. In consultation with the President or the President's designee the Committee shall make extensive reference checks on all finalists. The committee shall ensure that background checks mandated by Executive Order HR 2017-17 are completed.

8. The Search Committee shall seek full consensus of its members on the recommendation of the final slate to the President or the President's designee. However, any name submitted on the final slate must receive at least a majority vote of approval from the Search Committee. Whenever possible, a minimum of three nominees shall be recommended to the President or the President's designee by the Search Committee.

9. If no nominee is acceptable to the President or the President's designee, the President or the President's designee shall, in consultation with the Search Committee, Academic Senate Executive Committee and the unit affected, (a) ask the Search Committee to submit a new slate, or (b) begin the search process again.

10. Any appointment with tenure in an academic department shall be made only after an evaluation and tenure recommendations by the appropriate department, as provided by the University policy on retention and tenure.

11. The Committee shall keep the University community informed of its activities and shall submit a final report to the President or the President's designee, who, within limits of confidentiality, will report to the Academic Senate Executive Committee on its efforts.

D. COMPOSITION OF THE SEARCH COMMITTEE

Composition of the search committees shall vary by category as follows:

1. Category I: Position(s) with Most Impact on Faculty

1. Provost and Vice President for Academic Affairs

The Committee shall consist of:

- A majority of faculty members, selected from the Faculty Search Committee Pool in the manner described in A.6. This faculty majority shall consist of one member from each college and the Library. The Executive Committee and the President may mutually agree to extend this majority to include at-large representatives, in which case, those representatives would again be chosen in the manner described in A.6;
- Non-faculty appointments, made by the President or by the President's designee;
- Two students (preferably one undergraduate and one graduate), representing and designated by Associated Students; and
- A committee chair elected by the committee in consultation with the President.

1. Deans of Colleges

The Committee shall consist of:

- A majority of faculty members with a majority from the college, including at least one past or present department chair from the college;
- At least one staff member representing and designated by the college;
- Non-faculty appointments, made by the President or by the President's designee;
- Two students (preferably one undergraduate and one graduate) representing and designated by the college; and
- A committee chair elected by the committee in consultation with the Provost.

1. Librarian of the University

The Committee shall consist of:

- A majority of faculty members with at least two faculty from the library;
- At least two staff members representing and designated by the library;
- Non-faculty appointments, made by the President or by the President's designee;
- Two students (preferably one undergraduate and one graduate), representing and designated by Associated Students; and
- A committee chair elected by the committee in consultation with the Provost.

1. Category II: Positions with Impact on Faculty

The impact on faculty of the following positions will be determined in consultation with the entire Executive Committee of the Academic Senate: Vice Presidents (other than Provost and Vice President for Academic Affairs); Associate Provosts; certain Associate Vice Presidents and Assistant Vice Presidents; Deans of Faculty Affairs & Professional Development, Undergraduate Education & Academic Planning, Graduate Studies, and the College of Extended Learning; and certain Executive Directors or Directors.

The Committee shall consist of:

- A majority of faculty members;
- At least one staff member representing and designated by the unit impacted by the hire;
- Non-faculty appointments, made by the President or by the President's designee; and
- A committee chair elected by the committee in consultation with the hiring manager.

E. INTERIM ADMINISTRATORS

In cases where an incumbent administrator resigns, dies, retires, or is removed, or in cases where a search process fails, the President or designee shall, in prior consultation with the Academic Senate Executive Committee and the appropriate faculty, staff, and administrative leadership of unit involved, appoint an interim administrator for a term up to two years. All reasonable efforts should be made to conduct the search within twelve months of the interim appointment, subject to consultation with the Academic Senate Executive Committee. When the position has not been filled through usual procedures within those two years, the President or the President's designee, after consultation with the Academic Senate Executive Committee and the unit involved, may re-appoint an interim administrator. An interim administrator can only become permanent by being selected in a successful search process.

This policy was passed unanimously by the Academic Senate and replaces Senate Policy #S09-180.
