CONSULTATIVE PROCEDURES FOR ASSOCIATE PROVOST FOR EDUCATIONAL SUPPORT SERVICES

Academic Senate Policy Recommendation #F83-114

At its meeting of November 8, 1983, the Academic Senate approved the following policy recommended by the Student Affairs Committee:

**Charge:**
The Search Committee will represent the campus in the consultative process for the selection of Associate Provost for Education Support Services.

**Operational Assumptions:**

1. Whenever possible, a minimum of three nominees shall be recommended by the Committee to the President. It is the position of the Academic Senate that no person shall be appointed who has not been recommended by the Search Committee. The Search Committee shall seek full consensus of their recommendations of the final slate to the President. No name which has been rejected by three or more members of the Search Committee shall appear on the final slate. If no nominee is acceptable, the President in consultation with the Executive Committee of the Academic Senate shall have the prerogative of asking the Committee to submit a new slate or of discharging the Committee and requesting the selection of a new committee.

2. The Committee will operate under the University’s Affirmative Action Policy.

3. The Committee will inform the faculty periodically on its activities and will submit a final report on the consequences of its efforts.

4. At the time the position is formally advertised, the Committee shall inform the campus community of the position description and the application deadlines and invite applications and/or nominations.

5. It is expected that extensive background checks will be made on all finalists. When deemed necessary on-site visits to the candidate’s place of employment shall be made.

**Composition:**

1. 1 faculty elected by the Academic Senate from those faculty eligible to be elected to the Academic Senate.

2 members appointed by the President to include one member of the staff.

2 members of Educational Support Services professional staff to be elected by ESS.

2 students to be selected by the Associated Students, provided that consultation with CSU legal counsel indicates that student search committee members incur no liability thereby.

2. In
selecting members of the Committee, care should be given to nominating people who would not anticipate being candidates for the position. Should any person selected become a candidate, he/she should resign. If a member of the Committee who was selected through the Academic Senate process resigns from the Committee, the person having received the highest number of votes after that member shall replace her or him.

Nomination Procedures:

1. Campus-wide nominations with written acceptance of the nominee.

2. Position paper must be submitted to the Senate

3. Position paper will be distributed by the Senate

4. Time frame for nominations, submission of position papers and their distribution to be determined by the Executive Committee of the Academic Senate.