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Academic Senate Policy

#S09-180

SEARCH COMMITTEES FOR SAN FRANCISCO STATE UNIVERSITY ADMINISTRATORS

(formerly Academic Senate Policy # S08-180)

1. The mission of the search committee is to recruit, obtain, seek information about, screen, interview, and recommend candidates for the position in question.
2. Before a search begins for an administrative position that is new, or has been reclassified or re-titled, 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.
3. 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. 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. The views of the unit concerned should be sought regarding the job description and composition of the Committee.
4. 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.
5. The President or the President's designee and the Academic Senate's Executive Committee will jointly select faculty representatives to serve on search committees from a pool of candidates elected by the faculty.

B. PROCEDURES FOR SERVING ON THE ADMINISTRATIVE SEARCH COMMITTEE POOL

1. At the beginning of each semester, the Academic Senate will seek nominations for the Administrative Search Committee Pool. In the event that the pool membership is insufficient to comprise a specific search committee, the Academic Senate will seek nominations for additional members.
2. The Academic Senate will conduct an approval vote of the faculty for those who have been nominated. Any nominee receiving at least 50% plus one of the votes cast will be elected to the Administrative Search Committee Pool.
3. Members of the pool retain the right to decline service on any particular search.
4. Members in the pool must be willing to serve a two-year term.
5. Members may be reelected for an unlimited number of two year terms.

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. 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 under-represented groups.

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.
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:

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

I a. 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.5. 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.5.
- Non-faculty appointments, made by the President or by the President's designee.

I b. 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 elected from the college.
- Non-faculty appointments, made by the President or by the President's designee.
- The committee chair shall be elected by the committee.

I c. 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 elected from the library.
- Non-faculty appointments, made by the President or by the President's designee.
- The committee chair shall be elected by the committee.

Category II: Positions with Impact on Faculty

II a. Vice Presidents (other than Provost and Vice President for Academic Affairs)

II b. Academic Associate Vice Presidents

II c. Deans of Faculty Affairs & Professional Development, Undergraduate Studies, Graduate Studies and Extended Learning

II d. Certain Associate Vice Presidents in Non Academic Affairs Areas (AVP for Student Affairs, AVP for Fiscal Affairs)

II e. Certain Executive Directors or Directors (Executive Director of Disability Programs and Resource Center, Executive Director of Academic Technology)

The Committee shall consist of:

- A majority of faculty members.
- Non-faculty appointments, made by the President or by the President's designee.
- The committee chair shall be elected by the committee

E. ACTING 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 consultation with the Academic Senate Executive Committee and the unit involved, appoint an acting administrator for a term not to exceed one year. When the position has not been filled through usual procedures within that year, the President or the President's designee, after consultation with the Academic Senate Executive Committee and the unit involved, may re-appoint an acting administrator. For an interim appointment to become permanent, a search must be conducted following the procedures set forth in this policy.

This policy replaces Senate Policy #S08-180

*****Approved by the Academic Senate at its meeting on March 17, 2009*****

*****Approved by President Robert A. Corrigan on August 19, 2009*****
