PROCEDURAL GUIDELINES IN THE APPOINTMENT OF UNIVERSITY ADMINISTRATORS

1. Selection of Key Academic Administrators

   a. Formal selection committees will be constituted with the assistance of the Faculty Senate Agenda Committee when administrative vacancies develop in any of the following positions:
      - Provost
      - Academic Dean of a School or College of the University
      - Chair of an Academic Department in one of the Colleges
      - Dean of University Libraries
      - Director, Division of Research Management
      - Director, Division of Academic Computing.

   b. Upon expectation of a vacancy in one of the above-listed positions, the President or a Vice President acting as his or her representative, will, as soon as possible, meet with the Faculty Senate Agenda Committee to agree upon the most reasonable course to be followed in filling the vacant post. Normally, the Faculty Senate Agenda Committee will then create an *ad hoc* Faculty Selection Committee, composed as indicated in the guidelines below, to assist in the evaluation of candidates for the vacant position.

   c. The *ad hoc* Faculty Selection Committee will meet with the President or his or her representative and receive specific information as to the kind of selection process to be undertaken. Usually one of the following three alternatives applies.

      1) Conduct a broad search both inside and outside the University for the best candidates available within the financial guidelines indicated by the President. This process will normally be followed when a genuine budgeted vacancy exists.

      2) In the absence of a budgeted vacancy, conduct a search for the best available internal candidate.

      3) Make a candid evaluation of the qualifications and potential of a specific candidate who is being considered by the President, surveying opinions of other faculty members and contrasting the named candidate with any other internal candidates whom the committee feels should be considered.

   In the cases of 1) and 2) above, the Committee will be expected to develop a list of candidates which, at the discretion of the Committee, may be ranked in order of preference. In 3) the Committee will report its evaluation of a single candidate.

   d. The Selection Committee charged with seeking out candidates for an administrative vacancy will normally develop, within a period of two months, a list of potential candidates, drawing on suggestions from all sources, including the President of the institution. After screening, the most promising candidates will be interviewed.

---

1 Promulgated by the President May 19, 1973.
2 Or equivalent position.
separately by the Committee, the President, and any other administrative officers directly concerned with the appointment.

e. Following the interviews, the Selection Committee will develop a final report presenting to the President a final list of recommended nominees. At its discretion, the committee may rank the nominees in order of preference.

f. The President will give careful consideration to the nominees proposed by the Committee and may, of course, also consider for appointment well-qualified candidates referred to him or her from other sources. After completing further negotiations with any preferred candidates relative to salary, responsibilities or other matters of common concern, the President will meet with the Selection Committee to discuss his or her final action.

g. After the President's decision has been made, the Selection Committee will issue a final report to the Senate summarizing its activities, and, if a general search was conducted, indicating whether or not the appointee selected was on the Committee's final list of nominees.

h. The Selection Committee will continue to function until a selection is made or until it is relieved by the Faculty Senate Agenda Committee.

2. Composition of Faculty Selection Committees

a. For University-wide academic offices, and for newly created academic deanships, the Faculty Senate Agenda Committee should constitute an ad hoc Faculty Selection Committee usually comprising not more than nine persons. Two of these voting members shall be students, one an undergraduate nominated by the Student Government Association, the other a graduate student nominated by the Graduate and Professional Student Association.

b. With respect to vacancies which occur in the administrative staff in the existing colleges (including the Chairs of newly created departments) the Faculty Senate Agenda Committee should constitute a Selection Committee consisting of any four members of the College concerned, elected at large by the College faculty, and three additional members appointed by the Faculty Senate Agenda Committee of which one should be a senior faculty member from another college. No more than one member may be elected or appointed from one department until every department in the College has one representative. There shall be two additional nonvoting student members, one an undergraduate nominated by the Student Government Association, the other a graduate student nominated by the Graduate and Professional Student Association.

c. With respect to vacancies in the position of Chair in existing departments, the Faculty Senate Agenda Committee should constitute a Selection Committee of which, where practicable, at least one-half of the members should be elected by the faculty of the department concerned, and the remainder appointed by the Senate Agenda Committee as outlined in (2.b) above. Each Chair Selection Committee

---

In conducting searches, all faculty members must comply with the University's affirmative action and equal opportunity policies and procedures.
shall develop appropriate mechanisms to assure meaningful student input regarding candidates. The committee shall inform the Senate Agenda Committee of the mechanism(s) it has established.

d. The Faculty Senate Agenda Committee should consult with the Provost before constituting any of the above-mentioned Selection Committees. In addition, close liaison with the Provost should be maintained throughout the period of Committee operation. Normally, the Provost will designate an additional nonvoting member of each Selection Committee to provide coordination, and make available budgetary and administrative support for the Committee's operations.

3. Other Administrative Positions

Selection of administrators for positions other than those listed above will usually not involve establishment of a formal Selection Committee, although in some instances this may be desirable. In instances where Selection Committees seem advantageous, they will be constituted by the President, and may include, in addition to faculty, other administrators, students, alumni or professional persons outside the University, according to the special circumstances in each case.