

**Proposed Revision to Academic Senate Policy #S09-180, SEARCH COMMITTEES FOR SAN FRANCISCO STATE UNIVERSITY ADMINISTRATORS**

Rationale: The current policy provides that the President or President’s designee must consult with the Search Committee, the Academic Senate Executive Committee, and the unit affected if none of the Search Committee’s nominees are acceptable. This motion would eliminate the need to consult with the unit affected. It is prudent to delete this requirement for the following reasons:

- 1) It has never been the practice of the university;
- 2) The affected unit already has representation on the search committee;
- 3) The unit affected could include existing or potential applicants;
- 4) It could increase the likelihood of a breach of confidentiality;
- 5) In this context, the phrase “unit affected” is problematically vague.

**1 A. MISSION OF THE SEARCH COMMITTEE**

- 2 1. The mission of the search committee is to recruit, obtain, seek information about, screen,  
3 interview, and recommend candidates for the position in question.
- 4 2. Before a search begins for an administrative position that is new, or has been reclassified or  
5 re-titled, the President or the President’s designee, in consultation with the Executive  
6 Committee of the Academic Senate, shall determine the need for faculty representation on  
7 the search committee consistent with the position’s impact upon faculty, students and staff.
- 8 3. The basic composition and size of a search committee for an administrative position will vary  
9 according to the nature of the position and shall be determined by the President or the  
10 President’s designee in consultation with the Executive Committee of the Academic Senate.  
11 Search Committees should be constituted to reflect the balance and diversity appropriate to  
12 the search, including ethnicity, gender, rank and professional expertise. The faculty shares  
13 the responsibility for such diversity and balance. The views of the unit concerned should be  
14 sought regarding the job description and composition of the Committee.
- 15 4. The unit reporting to the administrator and most affected by the position, shall be represented  
16 on the Committee except for compelling reasons as determined by the President or the  
17 President’s designee in consultation with the Executive Committee.
- 18 5. The President or the President’s designee and the Academic Senate's Executive Committee  
19 will jointly select faculty representatives to serve on search committees from a pool of  
20 candidates elected by the faculty.

**21 B. PROCEDURES FOR SERVING ON THE ADMINISTRATIVE SEARCH  
22 COMMITTEE POOL**

- 23 1. At the beginning of each semester, the Academic Senate will seek nominations for the  
24 Administrative Search Committee Pool. In the event that the pool membership is insufficient

25 to comprise a specific search committee, the Academic Senate will seek nominations for  
26 additional members.

27 2. The Academic Senate will conduct an approval vote of the faculty for those who have been  
28 nominated. Any nominee receiving at least 50% plus one of the votes cast will be elected to  
29 the Administrative Search Committee Pool.

30 3. Members of the pool retain the right to decline service on any particular search.

31 4. Members in the pool must be willing to serve a two-year term.

32 5. Members may be reelected for an unlimited number of two year terms.

### 33 **C. GUIDELINES FOR CONSULTATION**

34 1. The President or the President's designee shall convene the first meeting of the Search  
35 Committee, shall indicate the budget for the search and deadline for the Committee's final  
36 report; the President or the President's designee may appoint the Committee Chair with the  
37 concurrence of the Committee, except as provided in section D below.

38 2. The Search Committee must be involved from the beginning of the search process. Normally,  
39 the Committee shall review the position description and qualifications, scope of the  
40 recruitment effort, timeliness, and advertisement of the position and make revisions as  
41 appropriate.

42 3. At the time the position is formally advertised, the Committee shall inform the campus  
43 community of the position description and application deadline dates, and invite applications  
44 and nominations.

45 4. The Committee shall diligently search for qualified candidates from under-represented  
46 groups.

47 5. All applicants, regardless of prior association with the University, shall be evaluated by the  
48 same criteria, and be given equal consideration and treatment by the Search Committee  
49 throughout the screening process. Applicants shall not be either excluded or included solely  
50 because of their geographical proximity to San Francisco State University.

51 6. The Committee shall provide timely opportunity for members of the University community  
52 to review candidate information (abbreviated CV) and, after a reasonable time period for that  
53 review, to meet with candidates invited for interviews; committee members will seek and  
54 review evaluative comments from those who have attended such meetings. Comments  
55 received shall become part of the basis for further deliberation and for selection of the slate  
56 submitted to the President or the President's designee.

57 7. In consultation with the President or the President's designee the Committee shall make  
58 extensive reference checks on all finalists.

59 8. The Search Committee shall seek full consensus of its members on the recommendation of  
60 the final slate to the President or the President's designee. However, any name submitted on

61 the final slate must receive at least a majority vote of approval from the Search Committee.  
62 Whenever possible, a minimum of three nominees shall be recommended to the President or  
63 the President's designee by the Search Committee.

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

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

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

#### 74 **D. COMPOSITION OF THE SEARCH COMMITTEE**

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

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

77 I a. Provost and Vice President for Academic Affairs

78 The Committee shall consist of:

- 79 • A majority of faculty members, selected from the Faculty Search Committee Pool in the  
80 manner described in A.5. This faculty majority shall consist of one member from each  
81 college and the Library. The Executive Committee and the President may mutually agree  
82 to extend this majority to include at-large representatives, in which case, those  
83 representatives would again be chosen in the manner described in A.5.
- 84 • Non-faculty appointments, made by the President or by the President's designee.

85 I b. Deans of Colleges

86 The Committee shall consist of:

- 87 • A majority of faculty members with a majority from the college, including at least one  
88 past or present department chair from the college.
- 89 • At least one staff member elected from the college.
- 90 • Non-faculty appointments, made by the President or by the President's designee.
- 91 • The committee chair shall be elected by the committee.

92 I c. Librarian of the University

93 The Committee shall consist of:

- 94 • A majority of faculty members with at least two faculty from the library.
- 95 • At least two staff members elected from the library.

- 96 • Non-faculty appointments, made by the President or by the President’s designee.  
97 • The committee chair shall be elected by the committee.

98 **Category II: Positions with Impact on Faculty**

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

100 II b. Academic Associate Vice Presidents

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

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

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

107 The Committee shall consist of:

- 108 • A majority of faculty members.  
109 • Non-faculty appointments, made by the President or by the President’s designee.  
110 • The committee chair shall be elected by the committee

111 **E. ACTING ADMINISTRATORS**

112 In cases where an incumbent administrator resigns, dies, retires, or is removed, or in cases where  
113 a search process fails, the President or designee shall, in consultation with the Academic Senate  
114 Executive Committee and the unit involved, appoint an acting administrator for a term not to  
115 exceed one year. When the position has not been filled through usual procedures within that  
116 year, the President or the President’s designee, after consultation with the Academic Senate  
117 Executive Committee and the unit involved, may re-appoint an acting administrator. For an  
118 interim appointment to become permanent, a search must be conducted following the procedures  
119 set forth in this policy.

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123 ~~This policy replaces Senate Policy #S08-180~~

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

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131 ~~\*\*\*Approved by President Robert A. Corrigan on August 18, 2009\*\*\*~~