

**POLICY STATEMENT CONCERNING
RECRUITMENT AND APPOINTMENT OF ACADEMIC
AFFAIRS CENTRAL ADMINISTRATORS
FAM 640.5**

Preamble:

The policy described herein represents an equitable joint effort among faculty, students, staff and administration to recruit and appoint the best qualified and most appropriate person to fill a position of an Academic Affairs Central Administrator.

1. Recruitment Committee Composition:

The Academic Affairs Central Administrator's Recruitment Committee shall be constituted as follows:

1.1 A Chairperson appointed by the Provost/Vice President for Academic Affairs. This person shall be either a tenured faculty member or an academic administrator who holds tenure within the University.

1.2 Five (5) tenure-track faculty members elected, one (1) from each College. Elections for these positions must be completed within the three (3) week period immediately following the request that a committee be formed.

In the event these elections are not completed as described above, the Executive Committee of the Faculty Senate shall appoint appropriate members.

1.3 In the case of recruitment for a University Librarian, one (1) additional faculty member who shall be a librarian shall be elected.

This person shall be elected by and from among the librarians. In the event this election is not completed as described in paragraph two of 1.2 above, the chairperson of this committee shall appoint an appropriate member.

1.4 In the case of the recruitment for a University Counselor one (1) additional faculty member who shall be a counselor shall be elected. This person

shall be elected by and from among the counselors. In the event the election is not completed as described in paragraph two of 1.2 above, the chairperson of the committee will appoint an appropriate member.

- 1.5 One (1) currently registered full-time graduate or undergraduate student shall be appointed by the Associated Students and within the time as stated in paragraph two of 1.2 above.
- 1.6 One (1) non-academic staff member who holds permanent status within the University and whose position is directly related to the position being filled shall be appointed by the Provost/Vice President for Academic Affairs.
- 1.7 The Provost/Vice President for Academic Affairs may appoint to the committee additional faculty members (in consultation with the Faculty Senate Executive Committee), students, staff members, administrators or others so as to reflect such concerns as, but not limited to, community interest, diversity or specific area expertise.

If additional members are appointed to the committee the final composition shall normally consist of a majority of faculty members.

2. Recruitment Procedures:

- 2.1 Announcements of position openings shall be made by the Provost/Vice President for Academic Affairs in compliance with state and federal law.. Other consultation may occur if so desired. In all cases the announcements shall appear in specialized publications which pertain to the position being filled. Other forms such as direct mailings, internet advertising, postings on related message boards and "flyers" may also be used.
- 2.2 Additional consultation, including external expertise, such as a search firm, may be used by the committee during the search.
- 2.3 Wording of these announcements shall be such that they specify the job description, qualifications necessary for appointment and any academic requirements. All job descriptions must comply fully with legal requirements for affirmative action and equal opportunity employment. A deadline date for completed applications must also be included.

2.4 Candidates' letters of applications and accrued files shall be maintained and kept in the Office of the Provost/Vice President for Academic Affairs. All files shall remain confidential.

3. Recruitment Committee Procedures:

3.1 The Academic Affairs Central Administrator's Recruitment Committee shall review all applicants' files. Procedures for doing so shall be established by the committee. Criteria and standards for the review process shall be established by the committee in consultation with the Provost/Vice President for Academic Affairs.

3.2 In consultation with the Provost/Vice President for Academic Affairs, the committee shall select a finalist list of candidates for on-campus interviews (refer to item 3.4 below.)

3.3 The committee shall take an active part in these on-campus interviews of all finalists.

3.4 After the completion of all on-campus interviews of all finalists, the committee shall prepare recommendations on these finalists and submit them without any preferential order to the Provost/Vice President for Academic Affairs.

3.5 The Provost/Vice President for Academic Affairs shall present the names of these finalists along with the committee's recommendations and with additional recommendations if appropriate, to the President of the University.

4. Appointment:

Academic Affairs Central Administrators (Associate Provost for Academic Personnel, Associate Provost for Academic Programs, Associate Provost for Research, Director of Academic Resources, Director of the Teaching Resource Center, Director of Instructional Research, University Librarian, University Counselor, and the Dean of Extended Education) are appointed by and serve at the pleasure of the President of the University. Appointments shall be made from a list of candidates for the appropriate office provided by the respective recruiting committee in consultation with the Provost/Vice President for Academic Affairs.

5. Conditions of Appointment:

5.1 Associate Provosts for Academic Personnel and Academic Programs; and the Dean of Extended Education shall qualify for appointment in an academic department, shall receive approval of the appropriate departmental evaluation committee, and following their approval may be granted tenure

5.2 The Director of Academic Resources; Director of Institutional Research, , and University Librarian may qualify for appointments in academic departments. In these cases, the candidates shall receive approval of the appropriate departmental evaluation committee and, following their approval may be granted tenure.

6. Interim Appointment:

If circumstances require the appointment of an interim or acting Academic Affairs Central Administrator, the Provost/Vice President for Academic Affairs shall consult appropriate faculty, staff and administrators before making a recommendation to the President of the University.