

POLICY STATEMENT CONCERNING RECRUITMENT AND APPOINTMENT OF THE PROVOST/VICE PRESIDENT FOR ACADEMIC AFFAIRS FAM 640.6

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 the position of Provost/Vice President for Academic Affairs.

1. Recruitment Committee Composition:

The Provost/Vice President for Academic Affairs' Recruitment Committee shall be constituted as follows:

- 1.1 A Chairperson appointed by the President of the University. 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 One (1) currently registered graduate or undergraduate student shall be appointed by the Associated Students and within the time as stated in 1.2 above.
- 1.4 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 President of the University.

- 1.5 One (1) librarian elected by the librarians. Elections for the position must be completed within three (3) week period immediately following the request that a committee be formed.
- 1.6 One (1) counselor elected by the counselors. Elections for the position must be completed within three (3) week period immediately following the request that a committee be formed.
- 1.7 The President of the University 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 Announcement of a position opening shall be made by the President of the University in compliance with state and federal law. Other consultation may occur if also 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 Candidate's letters of application and accrued files shall be maintained and kept in the Office of the President of the University. All files shall remain confidential.

3. Recruitment Committee Procedures:

- 3.1 The Provost/Vice President for Academic Affairs' 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 President of the University.
- 3.2 In consultation with the President of the University, 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 President of the University.

4. Appointment:

The Provost/Vice President for Academic Affairs is appointed by and serves at the pleasure of the President of the University. The appointment shall be made from a list of candidates for the office provided by the Provost/Vice President for Academic Affairs' recruiting committee.

5. Conditions of Appointment:

The Provost/Vice President for Academic Affairs 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.

6. Interim Appointments:

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