

**PM 07-04**

October 19, 2007

President Mildred García

**Procedures for Hiring Full-Time Non-Academic Administrator III and IV Positions**

(Supersedes PM 89-04 and Amendment #1, and PM 98-07)

Search committees are required for the hiring of all non-academic Administrators III and IV. The following procedures govern the selection process for these positions.

I. General Provisions:

1. Normally, the department or equivalent unit shall develop position descriptions and vacancy announcements. Such announcements shall be subject to approval by the department or equivalent unit and Vice President or other appropriate appointing officer. The position description must be completed and approved before a position can be advertised. Position announcements shall be mailed to organizations interested in promoting the hiring of members of historically under-represented groups prior to publication in advertisements.
2. All Administrator III and IV positions shall be publicized nationally. These positions should be announced in publications/web sites that call the position to the attention of the largest number of qualified persons, including historically under-represented persons. The vice president shall designate other advertisement sources that they wish to use. Normally, job announcements shall be advertised for 30 calendar days. The President may shorten or extend this time period.
3. The Assistant Vice President of Human Resources shall meet with the interview team before the start of the screening/interview process to discuss appropriate recruitment procedures and Equal Employment Opportunity issues.
4. Every screening/interview will use a numeric scoring system to review applications and determine who shall be interviewed. A numeric system shall also be used for scoring the answers of applicants during the interview process.
5. Search committees shall include at least three and, preferably, five or more members. At least one staff member should be from the unit that has the vacancy. As a general rule, at least one person on each committee shall be from a unit other than the unit in which the successful candidate will be serving. At least one student representative. At least two of the committee members should be faculty elected by the Academic Senate after nominations have been solicited from the faculty at-large through department chairs or equivalent unit heads and members of the Academic Senate. The Senate Executive Committee will prepare a ballot based upon nominations from faculty members. Additional nominations may be made from the Senate floor prior to voting. No more than one member from any one college may serve on a given committee. If the Senate does not provide a representative within 14 calendar days of the request to do so, the President shall select someone to serve on the committee with a different job classification. This

rule does not apply during the summer or during holiday periods when the campus is closed. During the summer, the Chairperson of the Academic Senate shall select the faculty representatives on the Committee. Other than the faculty representatives, the President with consultation of the affected Vice President, shall determine the final composition of the committee. Committees should include appropriate participation of historically under-represented groups (ethnic minorities, women, and persons with disabilities). If the selection process used to appoint search committee members does not generate representation by these groups, the appointing authority (President, Vice President, or Dean) should augment the committee membership to achieve balance.

6. Search committee business shall not be conducted unless a majority of the members are present. Each committee member shall participate in the preliminary screening of the applications or nominations. During interviewing and formulating recommendations, the full membership must be present. The only exception is that interviews may be audio and/or video tape-recorded in instances when a committee member is unable to participate. The absent committee member must then listen to the tape of the interview before participating in the recommendation process.
7. A search committee may conduct interviews by telephone or video conferencing.
8. Unless there are compelling reasons, no fewer than three qualified finalists will be recommended to the appointing officer (President or Vice President). A cover memorandum that lists the strengths and weaknesses of each final candidate shall accompany this recommendation. The appointing officer is authorized to select any of the finalists listed by the committee, regardless of their numeric score.
9. The affected vice president who has the job opening shall inform the applicants who were interviewed the final status of their applications after a final selection has been made.

## II. Procedures for Administrative Candidates Requesting Academic Appointments

1. It is the responsibility of the Assistant Vice President for Faculty Affairs, the Provost / VPAA, and the appropriate academic Dean to ensure that procedures are established for a departmental or equivalent unit review of any administrative candidate in the final pool who requests an academic appointment. These administrators must notify the department chair or equivalent unit head at least two weeks in advance of the candidate's visit to campus, furnish the department or equivalent unit with a copy of the candidate's curriculum vitae, and ensure that the candidate's schedule permits adequate time with the department/equivalent unit or its elected representatives. If an administrative search is conducted during the summer or winter break and the faculty of the department or equivalent unit concerned are not available, the Provost / VPAA shall withhold the conferring of an academic appointment until after the regular semester begins and the department or equivalent unit has had adequate time to review the candidate and forward its recommendation to him or her.

2. The appropriate department or equivalent unit will review the administrative candidate and recommend for or against appointment, and for or against tenure. The department or equivalent unit shall also recommend the rank of the appointment. In making the recommendation, the department or equivalent unit shall consider the qualifications of the candidate to teach specific courses in the department or equivalent unit, the candidate's previous academic appointments and academic rank, and the candidate's scholarly achievements.
3. If an administrator elects to exercise his/her retreat rights, then the University, when possible, shall provide an additional faculty position to the department or equivalent unit to which the administrator retreats.
4. If the President disagrees with the departmental or equivalent unit recommendation on academic appointment and tenure, then the President shall make the final decision. In the event the President does not follow the department's or equivalent unit's recommendation on academic appointment and tenure, he or she should meet with the affected Vice President/Provost before the appointment is announced to explain the reasons for the decision.

#### IV. Miscellaneous

1. The President authorizes the Assistant Vice President of Human Resources to create any procedures necessary to implement this PM.