

## UPS 210.007

# APPOINTMENT OF ADMINISTRATIVE PERSONNEL

The following procedures shall apply to the appointment of administrative and academic-administrative employees in the Management Personnel Plan (MPP) for positions of Associate Dean and higher. They shall not apply to the University President. The procedures may apply to other positions in the MPP if the Executive Committee of the Academic Senate deems them of sufficient faculty concern.

### I. REGULAR APPOINTMENTS

- A. When such a position is to be filled, except where the President and the Executive Committee of the Academic Senate deem it not to be of faculty concern, an ad hoc committee on administrative appointments shall be selected. The committee shall consist of nine voting members , except in the case of the selection of Associate Deans and shall include female, male, and minority representatives..
  - 1. In the case of academic-administrative appointments other than Associate Deans, each search committee shall consist of five faculty members (at least three of whom must be tenured) elected by the Academic Senate; two persons appointed jointly by the President and the Chair of the Academic Senate; one student appointed by the Associated Students; and one person (who may be an emeritus) appointed by the Vice President in whose area the position falls. The Chair of the Academic Senate, or his/her designee, shall be a non-voting member of the committee.
  - 2. In the case of strictly administrative appointments (those positions reporting to a Vice President other than the Vice President for Academic Affairs) each search committee shall consist of three faculty members (at least two of whom must be tenured) elected by the Academic Senate; two persons appointed jointly by the President and the Chair of the Academic Senate; one student appointed by the Associated Students; and three persons (one or more of whom may be emeriti)

appointed by the appropriate Vice President. The chair of the Academic Senate, or his/her designee, shall be a non-voting member of the committee.

3. In the case of Associate Dean appointments, the College Dean shall propose to the Vice President for Academic Affairs a search and appointment process. The search process shall involve a college committee convened for the specific purpose of selecting an Associate Dean. This Search Committee shall comprise seven members, including five tenured/tenure-track faculty members (at least three of whom must be tenured) from different departments in that college (if fewer than five departments in the college, no more than two search committee members may be from the same department) , one associate dean from another college jointly appointed by the Dean of the college and the Chair of the Academic Senate, and one student from that college appointed by Associated Students Incorporated.

The five faculty members serving on the search committee shall be elected by the chairs of all of the Department Personnel Committees in the college through a secret ballot. All tenured/tenure track faculty members in the college are eligible to serve on the associate dean search committee.

After the search and appointment process has been approved by the Vice President for Academic Affairs, the committee will conduct the search in accordance with UPS 210.500.

- B. These ad hoc committees on administrative appointments shall have the following functions as outlined in UPS 210.500:
  1. To consider applicants and nominees for appointment received from all sources;
  2. To prepare recommendations to the President or to his/her designee, as appropriate, accompanied by adequate documentation and comment for each nominee. Following due consideration, the ad hoc committee shall recommend a list of persons who are qualified and acceptable for appointment to the position. The list of names shall be confidential.
- C. Secretarial assistance shall be provided by the university to aid the committee in its work.
- D. Appointments shall be made by the President or his/her designee, following consultation with the search committee, during which its recommendations will be reviewed.

## **II. ACTING APPOINTMENTS**

- A.** Prior to making a commitment, either explicit or implicit, to any potential acting appointee, the President shall consult with the Executive Committee of the Academic Senate. Consultation shall involve discussion of the qualifications of the person(s) under consideration for the acting appointment.
- B.** For Acting Associate Deans of Colleges  
Prior to making a commitment to any potential acting appointee, the college dean shall consult with the appropriate college committee. After such consultation, the college dean, with the concurrence of the Vice President for Academic Affairs, shall appoint an acting associate dean to serve until the regular appointment of an associate dean can occur.

**EFFECTIVE DATE: August 7, 2007**  
Supersedes: UPS 210.007 dated 7-22-92  
and ASD 07-38

Source: AS Executive Committee 2-27-07

Academic Senate Approved: 5-3-07  
Transmitted to President's Office: 6-15-07  
President Signed into Effect: 8-7-07