



University Policy Statement

UPS 210.007

APPOINTMENT OF ADMINISTRATIVE PERSONNEL

This UPS applies to the appointment of administrative and academic-administrative employees in the Management Personnel Plan (MPP) for positions of Vice President/Provost, Associate Vice President, Dean, and Associate Dean. When such a position is to be filled, an ad hoc committee (“search committee”) shall be created and shall conduct the search in accordance with UPS 210.500. The composition of the search committee should reflect the diversity of the campus, especially including historically underrepresented groups and all genders. This UPS does not apply to appointment of the University President, which is covered by systemwide policies and procedures (<http://www.calstate.edu/datastore/PresidentialSearch.shtml>).

I. SEARCH COMMITTEES

- A. The search committees shall be constituted as set forth in subsections 1-6. All committee members shall be voting members.
 1. In the case of Provost and Vice President for Academic Affairs, the search committee shall consist of
 - (a) five faculty members (at least three of whom shall be tenured) elected by the Academic Senate;
 - (b) the Chair of the Academic Senate or designee;
 - (c) four persons appointed by the President no more than one of whom may be emeritus and no more than one of whom may be a staff member; and
 - (d) one student appointed by the Associated Students Inc.
 2. In the case of College Deans, the search committee shall consist of
 - (a) five faculty members from the college (at least three of whom shall be tenured) elected by the Academic Senate (only full-time faculty members in the college, including temporary faculty, are eligible to serve on the search committee for the Dean. In forming search committees, the Academic Senate Executive Committee shall solicit nominations from all full-time faculty of the college, including self-nominations, for the five faculty search committee members. Insofar as possible, each Department or Program in the college should have at least one representative and no more than two representatives);
 - (b) the Chair of the Academic Senate or designee;
 - (c) two persons appointed by the President;
 - (d) one student, ideally from the college, appointed by the Associated Students Inc.; and
 - (e) two persons appointed by the Provost and Vice President for Academic Affairs (one of whom may be emeritus and one of whom may be a staff member).

3. In the case of the Dean of the Library, the Dean of Extension and International Programs /Associate Vice President of International Programs and Global Engagement (EIP/IPGE), and Associate Vice Presidents in the Division of Academic Affairs, the search committee shall consist of
 - (a) five faculty members (at least three of whom shall be tenured) elected by the Academic Senate; for the Dean of the Library search, at least three shall be tenured or tenure-track Librarian faculty, and if there are not sufficient number of Librarians available the other two shall be from different colleges; for the Dean of EIP search, EIP/IPGE faculty should be included as search committee members; for the other searches, the faculty shall be from at least four different colleges.
 - (b) the Chair of the Academic Senate or designee;
 - (c) two persons appointed by the President;
 - (d) one student, appointed by the Associated Students Inc.; and
 - (e) two persons appointed by the Provost and Vice President for Academic Affairs (one of whom may be emeritus and one of whom shall be a staff member).

4. In the case of Vice Presidents in Divisions other than Academic Affairs, the search committee shall consist of
 - (a) three faculty members (at least two of whom shall be tenured) elected by the Academic Senate;
 - (b) the Chair of the Academic Senate or designee;
 - (c) five persons appointed by the President (one of whom may be emeritus and at least one of whom may be staff); and
 - (d) one student appointed by the Associated Students Inc.

5. In the case of Associate Vice Presidents in Divisions other than Academic Affairs, the search committee shall consist of
 - (a) three faculty members (at least two of whom shall be tenured) elected by the Academic Senate;
 - (b) the Chair of the Academic Senate or designee;
 - (c) two persons appointed by the President;
 - (d) one student appointed by the Associated Students Inc.; and
 - (e) three persons appointed by the Vice President in whose area the position falls (one of whom may be emeritus and at least one of whom may be a staff member).

6. In the case of Associate Deans, the Dean shall propose to the Provost and Vice President for Academic Affairs a search and appointment process and timetable. The search process shall involve a committee convened for the specific purpose of selecting an Associate Dean; that search committee shall consist of
 - (a) five faculty members from the college or unit (at least one of whom should be a department chair from the college and at least three of whom shall be tenured);
 - (b) three persons appointed by the Provost in consultation with the Dean (one of whom shall be an Associate Dean from a college other than the college conducting the search); and
 - (c) a student from the college, appointed by Associated Students Inc.

The faculty members shall be elected by a process established by the College Dean in consultation with the Chair of the Academic Senate. All full-time faculty members in the college are eligible to serve on the search committee for the Associate Dean. Insofar as possible, each Department or Program in the college should have at least one representative and no more than two representatives.

For other Academic Affairs Associate Dean appointments (e.g., Extension and International Programs) the search committee shall consist of

- (a) five faculty members (at least three of whom shall be tenured) elected by the Academic Senate; the faculty should be from different colleges or units, including EIP/IPGE;
 - (b) two members appointed by the Dean;
 - (c) one Associate Dean appointed by the Dean following consultation with the Chair of the Academic Senate; and
 - (d) one student appointed by Associated Students Inc.
- B. Search committees shall not be involved in filling temporary positions (i.e., acting or interim positions). Acting positions refer to someone filling in for an administrator temporarily on leave. Interim positions refer to someone filling in while a permanent replacement is being sought. See Section II below.
- C. Once the search committee has been formed, a chair appointed, and the search process approved, the Provost or President (whomever is directing the search) shall announce the membership of the committee to the campus community.
- D. Each search committee shall conduct the search in accordance with UPS 210.500.
- E. Appointments shall be made by the President or designee, after consulting with the search committee and considering his/her own interactions with the finalists, the feedback received from the relevant campus stakeholders, and the results of additional reference and background checks. If an individual is to be appointed with retreat rights as a tenured faculty member in a department or program, such an appointment shall be made only after an evaluation and recommendation from the appropriate Department Personnel Committee, Department Chair, Dean, and Vice President (per UPS 210.000, Section I.F.5 and UPS 210.001, Section XI.B). Normally, members of these groups will meet with the candidate during the on-campus interview.

II. ACTING OR INTERIM APPOINTMENTS

- A. Prior to making an acting or interim appointment for Provost and Vice President of Academic Affairs or any Associate Vice President or Dean in the Division of Academic Affairs, the President/Provost shall consult with the Executive Committee of the Academic Senate and other appropriate persons in the area where the position falls.
- B. In the case of an acting or interim appointment for a Vice President or Associate Vice President outside the Division of Academic Affairs, the President shall inform the Executive Committee of the Academic Senate.

- C. In the case of any acting or interim appointment for an Associate Dean, the Dean shall consult with the appropriate parties prior to making a commitment to any potential appointee. For Associate Deans in a college, the Dean shall consult with the Department and Program Chairs in that college. For Associate Deans in other programmatic areas, the Dean shall consult with appropriate management and staff. After such consultation, the President or designee shall appoint an acting or interim Associate Dean.

- D. The appointment of interim administrative personnel shall not exceed 18 months. However, in cases where this appointment needs to be extended beyond 18 months, the responsible hiring personnel shall submit an explanatory statement to the Executive Committee of the Academic Senate. This statement shall indicate the circumstances that require an extension of this 18-month appointment and the strategy for hiring a permanent administrator.

Source: Faculty Affairs Committee

EFFECTIVE DATE: November 21, 2022

Supersedes: UPS 210.007 dated 5-12-17
and ASD 16-118