

CALIFORNIA STATE UNIVERSITY, BAKERSFIELD
ACADEMIC SENATE

**Composition of Search Committees for Administrators
RES 1213024**

FAC

RESOLVED: that the Academic Senate recommend to the President that the University Handbook be amended to incorporate the following policy for the composition of search committees for administrators (deletions in strikethrough, additions in bold underline).

RATIONALE: Search committees have, in an effort to accommodate an increasingly wide array of university stakeholders, become unwieldy. The number of individuals on these committees has increased greatly because of the increase in the number of schools encompassed by the university. This measure seeks to streamline the number of individuals on these committees without sacrificing the representativeness of stakeholders on these committees.

DISTRIBUTION: This resolution shall be distributed to the President, Provost and Vice President for Academic Affairs, the Associate Vice President for Faculty Affairs, Department Chairs, and General Faculty.

309.1 General Policy Although the President or his/her designee is the appointing officer for all administrative positions, the principles of shared governance dictate that faculty, staff, students and administrators shall also be involved in the selection process where appropriate. As the faculty have primary responsibility for the educational mission and functions of the University, faculty members shall play a major role in search and screening for academic administrators.

309.5 Composition of the Search and Screening Committees for Administrators Provost & Vice President for Academic Affairs (P&VPAA) and Vice President for Information Resources (VPIR)

~~Academic Administrators whose responsibilities include making academic policy decisions that affect the entire university include the P&VPAA and the VPIR. New positions, created either by reorganization or expansion and that are similar in nature, shall also be included. The appointing officer for these positions is the President.~~

~~The composition of the Search and Screening Committees for these positions shall be as follows:~~

a. P&VPAA

- ~~1. Four full time tenured faculty, one elected by and from the faculty of each school.~~
- ~~2. Four at large members selected jointly by the Executive Committee of the Academic Senate and the President from the full time tenured faculty members of the University.~~
- ~~3. One member of the Cabinet selected by the President in consultation with the Cabinet.~~
- ~~4. One member of the Council of Deans selected by the President in consultation with the Council.~~

5. One student selected by the Executive Committee of Associated Students, Inc.
6. One or two additional members jointly selected, when appropriate, by the Appointing Officer and the Executive Committee of the Academic Senate who will serve to represent areas or issues not represented by the above members.

b. Vice President for Information Resources (VPIR)

1. Four full time tenured faculty, one elected by and from the faculty of each school.
2. Two full time tenured librarians elected by the full time librarians.
3. One at large member selected jointly by the Executive Committee of the Academic Senate and the President from the full time tenured faculty of the University.
4. One member of the Council of Deans selected by the P&VPAA in consultation with the President.
5. One member from Student Affairs selected by the Vice President of Student Affairs (VPSA) in consultation with the President.
6. One student selected by the Executive Committee of Associated Students, Inc.
7. One senior staff member from Administrative Computing Services nominated by the staff in Administrative Computing and appointed by the President.
8. One senior staff member from Media Services, Instructional Technology Support, or Administrative Computing Services nominated by the staff in those units and appointed by the President.
9. One or two additional members jointly selected, when appropriate, by the Appointing Officer and the Executive Committee of the Academic Senate who will serve to represent areas or issues not represented by the above members.

The university president or designee is the appointing officer for administrative positions.

Normally, search and screening committees for positions concerning faculty and academic matters shall consist of seven to eleven members. A majority on the following committees shall be faculty members for positions such as: The President, Provost, all Academic Deans, Associate Vice President for Academic Programs and Associate Vice President for Faculty Affairs.

The appointing officer shall assure the selection of the Search and Screening Committees as follows:

1. **Four full-time faculty members, representative of and elected by the affected constituency.**
2. **One administrator appointed by the appointing officer in consultation with the Cabinet.**
3. **One student selected by the Executive Committee of Associated Students, Inc.**
4. **One Staff member jointly selected by the appointing officer and the Executive Committee of the Academic Senate.**
5. **Additional members may be added, when appropriate, by the Appointing Officer and the Executive Committee of the Academic Senate maintaining the**

majority faculty membership. The appointments shall be made to assure representation of the entire university.

6. The search committee shall elect its chair. In the case of cabinet level positions, the President in consultation with the search committee will appoint the chair.

The search and screening committees for other administrative positions shall be as follows:

1. One full-time faculty member, representative of and elected by the affected constituency.
2. One administrator appointed by the appointing officer in consultation with the Cabinet.
3. One student selected by the Executive Committee of Associated Students, Inc.
4. One Staff member jointly selected by the appointing officer and the Executive Committee of the Academic Senate.
5. Additional members may be added, when appropriate, by the Appointing Officer and the Executive Committee of the Academic Senate. The appointments shall be made to assure representation of the entire university.

~~309.6 Composition of the Search and Screening Committees for Other University-wide~~

~~Academic Administrators~~

~~Other academic administrators whose responsibilities include making academic policy decisions that affect the entire university include the Associate Vice President for Academic Affairs, Dean of Academic Programs, Assistant Vice President for Grants, Research and Sponsored Programs (GRASP), and Dean of Extended University. New positions, created either by reorganization or expansion and that are similar in nature, shall also be included. The appointing officer for these positions is the P&VPAA.~~

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~~The composition of the Search committees for the Associate Vice President for Academic Affairs, Dean of Academic Programs, Dean of Graduate Studies and Research, or the Dean of Extended University shall be as follows:~~

- ~~a. Four full-time tenured faculty, one elected by and from the faculty of each school.~~
- ~~b. Four at-large members selected jointly by the Executive Committee of the Academic Senate and the P&VPAA from the full-time tenured faculty members of the University.~~
- ~~c. One member of the Cabinet selected by the P&VPAA in consultation with the President.~~
- ~~d. One member of the Council of Deans selected by the P&VPAA.~~
- ~~e. One member from Student Affairs selected by the VPSA in consultation with the P&VPAA.~~
- ~~f. One student selected by the Executive Committee of Associated Students, Inc.~~
- ~~g. One or two additional members jointly selected, when appropriate, by the appointing officer and the Executive Committee of the Academic Senate who will serve to represent~~

areas or issues not represented by the above members.

309.7 Composition of the Search and Screening Committees for Other University-wide

Administrators

~~Other administrators whose responsibilities are of a university-wide nature include the Vice President for Business and Administrative Services (hereafter VPBAS), the Vice President for Student Affairs (hereafter VPSA), and the Vice President for University Advancement (hereafter VPUA). The appointing officer for these positions is the President.~~

~~The composition for the Search and Screening Committees for VPBAS, VPSA, and VPUA shall be as follows:~~

a. Vice President for Business and Administrative Services

- ~~1. Two staff members in Business and Administrative Services elected by the staff in Business and Administrative Services.~~
- ~~2. Two full time tenured faculty members elected by the General Faculty of the University.~~
- ~~3. One member of the Cabinet selected by the President.~~
- ~~4. One member of the Council of Deans selected by the P&VPAA in consultation with the President.~~
- ~~5. Two managers from Business and Administrative Services selected by the President.~~

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- ~~6. One student selected by the Executive Committee of Associated Students, Inc.~~
- ~~7. One or two additional members jointly selected, when appropriate, by the Appointing Officer and the Executive Committee of the Academic Senate who will serve to represent areas or issues not represented by the above members.~~

b. Vice President for Student Affairs

- ~~1. One staff member from Student Affairs elected by the staff in Student Affairs.~~
- ~~2. Two full time tenured faculty members elected by the General Faculty of the University.~~
- ~~3. Three members from Student Affairs at the level of Administrator III or IV selected by the President.~~
- ~~4. One member of the Cabinet selected by the President.~~
- ~~5. One member of the Council of Deans selected by the P&VPAA in consultation with the President.~~
- ~~6. Two students selected by the Executive Committee of Associated Students, Inc.~~
- ~~7. One or two additional members jointly selected, when appropriate, by the Appointing Officer and the Executive Committee of the Academic Senate who will serve to represent areas or issues not represented by the above members.~~

309.8 Composition of the Search and Screening Committees for School Deans, Dean of

University Library, and the Director of Athletics

~~Unit academic administrators include, but are not limited to, the school deans, the Director of Athletics and the Dean of University Library. In case of reorganization or expansion, new positions, similar in nature, shall be included. The appointing officer for school deans and the Dean of University Library is the P&VPAA. The appointing officer for the Director of Athletics is the President.~~

~~The composition of the Search and Screening Committees for school deans, Dean of University Library, and Director of Athletics shall be as follows:~~

a. School Deans:

- ~~1. Three full time tenured faculty elected by and from the General Faculty of the respective School.~~
- ~~2. Three at large members chosen jointly by the Executive Committee of the Academic Senate and the P&VPAA from the full time tenured faculty of the University.~~
- ~~3. One member of the Council of Deans selected by the P&VPAA.~~

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- ~~4. One member from Student Affairs selected by the VPSA in consultation with the P&VPAA.~~
- ~~5. One student selected by the Executive Committee of Associated Students, Inc.~~
- ~~6. One or two additional members jointly selected, when appropriate, by the Appointing Officer and the Executive Committee of the Academic Senate who will serve to represent areas or issues not represented by the above members.~~

b. Dean of University Library:

- ~~1. Two full time tenured librarians elected by the full time librarians.~~
- ~~2. One library staff member elected by the library staff.~~
- ~~3. Four full time tenured faculty, one elected by and from the General Faculty of each school.~~
- ~~4. One member of the Council of Deans selected by the P&VPAA.~~
- ~~5. One member selected by the VPIR in consultation with the P&VPAA.~~
- ~~6. One student selected by the Executive Committee of Associated Students, Inc.~~
- ~~7. One or two additional members jointly selected, when appropriate, by the Appointing Officer and the Executive Committee of the Academic Senate who will serve to represent areas or issues not represented by the above members.~~

c. Director of Athletics:

- ~~1. One full time staff in Athletics elected by the staff in Athletics.~~
- ~~2. One full time tenured faculty elected by and from the General Faculty of the University.~~
- ~~3. Faculty Athletic Representative~~
- ~~4. P&VPAA~~
- ~~5. Two full time coaches selected by the President in consultation with the P&VPAA.~~
- ~~6. Three community members, one selected from each of the following— Roadrunner Club, Athletic Advisory Committee of the CSB Foundation Board, and CSUB Interscholastic Athletic Advisory Committee—in consultation with the President.~~
- ~~7. One student selected by the Executive Committee of Associated Students, Inc.~~

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- ~~8. One or two additional members jointly selected, when appropriate, by the Appointing Officer and the Executive Committee of the Academic Senate who will serve to represent areas or issues not represented by the above members.~~

Approved by the Academic Senate on November 21, 2013

Sent to the President for approval on December 3, 2013

Approved by the President on January 23, 2014