

**POLICIES AND PROCEDURES FOR THE  
SELECTION, APPOINTMENT, AND REVIEW OF ACADEMIC ADMINISTRATORS**

(This policy supersedes Policy Statement 02-04 and 17-08)

This policy statement was recommended by the Academic Senate on May 5, 2022  
and approved by the President on May 13, 2022.

**1.0 Introduction**

This document establishes the policies and procedures that shall be used for the selection, appointment, and review of all MPP (Management Personnel Plan) academic administrators in any division of the University where at least one of the following three conditions applies:

- According to the position description, the appointee is granted tenure to an

### 1.3 Definitions.

- 1.3.1 Acting administrator: a person temporarily appointed to fulfill the duties of an administrative position. The term applies to appointments in which permanent or incumbent appointees will return to fill their positions or prior to the appointment of an interim administrator.
- 1.3.2 Interim administrator: a person temporarily appointed to fulfill the duties of an administrative position. The term applies to appointments in which permanent or incumbent appointees have permanently vacated their positions.
- 1.3.3 Temporary administrator. For purposes of this policy, the phrase temporary administrator shall be applied for both acting and interim administrators.

## 2.0 **Principles and Responsibility for Final Decision**

2.1 Principles. It is vital to the mission of the University that academic administrators be selected and reviewed through a process which involves the meaningful participation of administration, faculty, and other members of the academic community; the aim of this process is to foster both excellence in individuals appointed to these positions and confidence in them on the part of their constituencies. Those choosing members of committees established in accordance with this policy shall ensure that the committee membership represents the University's diversity and inclusiveness.

2.1.1 The hiring and review committees described in this policy are heterogenous in terms of institutional power, status, and security of employment. Committee members are expected to attend to this heterogeneity so that less secure members of the committee may participate fully in the deliberations. It is the responsibility of the chair of the committee and those on the committee with institutional power and security of employment to ensure that committee members are able to voice concerns and contribute.

2.2 Responsibility. The final decision concerning the selection, appointment, and reappointment of individuals serving in the a 6 (a)7.2 (p)22.8 I (p)22.8 I-20.5 (n)30.3-1n.2 (0 Td())Tj-0.0





- 3.3.3.8 One student member from the college concerned, selected by the appropriate student council or by the Associated Students if no student council exists.
  - 3.3.3.9 The Provost and Senior Vice President for Academic Affairs may appoint a representative from the community at large who does not duplicate previously included categories.
  - 3.3.3.10 The Faculty Council may appoint an additional representative who does not duplicate previously included categories.
- 3.3.4 The membership of the search committee for other college administrative positions shall include:
- 3.3.4.1 The Chair or Vice Chair of the Faculty Council of the college. If the Chair and Vice Chair of the Faculty Council are not tenured, the Faculty Council shall elect a tenured member of the Council to serve in place of the Chair.
  - 3.3.4.2 Four other tenured faculty members from the college and, if appropriate, its affiliated programs, elected by the Faculty Council of the college.
  - 3.3.4.3 One lecturer faculty member with a three-year contract on a time base of 0.5 (7.5 WTU) or higher, elected by the Faculty Council.
  - 3.3.4.4. One department chair or program director elected by a majority of the college's Council of Chairs (or its equivalent).
  - 3.3.4.5 One CSULB administrator selected by the Provost and Senior Vice President for Academic Affairs.
  - 3.3.4.6 One full-time member of the staff from the college concerned, elected by the staff of that college.
  - 3.3.4.7 One student member from the college concerned, selected by the appropriate student council or by the Associated Students if no student council exists.
  - 3.3.4.8 The Provost and Senior Vice President for Academic Affairs may appoint a representative from the community at large who does not duplicate previously included categories.
  - 3.3.4.9 The Faculty Council may appoint an additional representative who does not duplicate previously included categories.

the search may proceed. If two or more positions cannot be filled, the search may not proceed.

- 3.4.2 If a search committee member is not fulfilling their duties, e.g., by missing most committee meetings or not evaluating candidates as agreed upon in the committee, the search committee chair may request from the convener of the committee (see 4.1 below) and the Academic Senate Chair that that member be removed. The committee member will be removed and that position declared vacant only if the convener and the Academic Senate Chair/College Faculty Council Chair agree.
- 3.4.3 If one member of a search committee resigns or is removed (see 3.4.2 above),

review of candidates commences. If no such workshops are being offered, the search committee shall consult with the Associate Vice President of Faculty Affairs about alternate options.

- 4.3 Internal, Regional, or National Searches for Associate Deans. For appointments to the position of Associate Dean, the Dean and the College Faculty Council shall mutually determine what type of search is needed. If the two parties cannot agree, there shall be a national search.
- 4.4 Search Committee Chair and Staff Support. The committee shall elect a chair at its first meeting. The search committee chair will be responsible for ensuring that the established search process is followed.







7.3 Establishment of Review Committee for Periodic Review of Administrators. During the

7.5.6 One lecturer faculty member with a three-

8.4 Right to Submit Information and Documentation. The individual being reviewed shall

- 8.9.1 The same questions must be asked in the same manner of each group of interviewees.
- 8.9.2 At least two members of the review committee must be present at such interviews.

## **9.0 Committee Report**

- 9.1 Preparation of Report. The review committee shall prepare a confidential report of the review and findings on the performance of the individual being reviewed and evaluated. The report should make clear the basis for the committee's findings. The entire committee should discuss and agree upon the conclusions to be drawn and on any recommendations included in the report, and shall review the draft report to assure that it is an accurate reflection of the committee's thinking. Each member of the review committee shall sign the report, unless they sign a minority report. If there is a minority report, it shall be shared with the entire committee.
- 9.2 Right to Respond. Prior to submission of the review committee's final report to the President (or designee), the individual being reviewed shall be provided a copy of the report and be afforded an opportunity to review it and submit a written response within ten working days.
- 9.3 Submission of Report and Response. The review committee shall submit its final report, with any written response appended, to the President (or designee). Following submission of the review committee's final report and the individual's written response, if any, the President (or designee) shall meet with the individual who has been reviewed and discuss the results of the evaluation.
- 9.4 Placement of Report and Response in Personnel File. The committee's report (and minority reports and the response, if any) shall be placed in the individual's official Personnel File.
- 9.5 Report of the President's Disposition of Review. For the Provost and Senior Vice President for Academic Affairs, Vice Provosts, and the Associate Vice Presidents in the Division of Academic Affairs, the President (or designee) shall report the completion of the review and the decision about the period for the next review in writing to the Chair and Executive Committee of the Academic Senate. For Deans, the same information shall be reported in writing to the members of the review committee, the faculty council of the college and to the department chairs in the college.

**EFFECTIVE: Immediately**