



CALIFORNIA STATE  
UNIVERSITY  
EAST BAY

College of Letters, Arts, and Social Sciences (CLASS)  
Music Building  
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CLASS Policies and Procedures  
As approved by the CLASS Council of Chairs on December 4, 2012  
Searches and Appointment of Associate Deans

1. The search committee for the appointment of Associate Deans will be comprised of five members chosen according to the following method:
  - a. 1 member shall be appointed by the Dean
  - b. 1 member shall be appointed or elected by CLASS staff
  - c. 3 members will be selected by the Council of Chairs from members of the CLASS council.
2. The search committee will review the position description and make any suggestions for changes or additions to the Dean. Once all applications for the position have been received, the committee will review applicant materials, conduct interviews, and submit a short-list of preferred candidate(s) to the Dean for final selection.
3. In the event of a sudden vacancy in an Associate Dean position due to resignation, reassignment, or sudden calamity, the Dean may appoint an interim Associate Dean;
  - a. Following such an interim appointment, the CLASS council is encouraged to initiate a formal search for a permanent Associate Dean at the beginning of the next academic quarter (excluding summer).
  - b. If a formal search cannot be initiated as recommended in (a) above, until such a search can be started the interim Associate Dean must be approved for continuation by a majority vote of the College Council at the first council meeting following 3 quarters of service.

Kathleen Rountree, Dean

A handwritten signature in blue ink, appearing to read "KR", positioned below the name Kathleen Rountree.

THE CALIFORNIA STATE UNIVERSITY

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