

CALIFORNIA STATE UNIVERSITY, EAST BAY

DESIGNATION CODE: **07-08 FAC 3revised**

DATE SUBMITTED: February 6, 2008

TO: The Academic Senate

FROM: Faculty Affairs Committee (FAC)

SUBJECT: Modification of the Policies and Procedures Governing Faculty Participation in Appointment and Review of Administrative Officers

PURPOSE: For Action by the Academic Senate

ACTION

REQUESTED: That the Academic Senate Approve proposed modifications to the Policies and Procedures Governing Faculty Participation in Appointment and Review of Administrative Officers

BACKGROUND

INFORMATION: Because of the return of **06-07 FAC 4** to the Faculty Affairs Committee at the end of last year, for further review and clarification, along with **06-07 BEC 15**, the Faculty Affairs Committee discussed the issue at several meetings in Fall and Winter Quarters. Final modifications were approved at the meeting on February 6, 2008.

Web version

A “clean copy” of the document, as revised by 07-08 BEC 8 and as revised on the floor of the Senate, is attached. The original version of this document, showing detailed/ highlighted changes, was provided in the Senate meeting materials.

**POLICIES AND PROCEDURES GOVERNING FACULTY PARTICIPATION IN APPOINTMENT
AND REVIEW OF ADMINISTRATIVE OFFICERS AND
DEPARTMENT CHAIRS OF THE CALIFORNIA STATE UNIVERSITY, EAST BAY**

T A B L E O F C O N T E N T S

I. GENERAL PROCEDURES FOR SEARCH AND REVIEW COMMITTEES	1
A. Assistance and Support.....	1
B. Officers.....	1
C. Correspondence.....	1
D. Quorum and Voting.....	1
E. Recommendations.....	1
F. Confidentiality.....	2
G. Affirmative Action.....	2
H. Additional Procedures.....	2
II. SEARCH COMMITTEES: MEMBERSHIP AND PROCEDURES	2
A. Membership.....	2
B. Procedures.....	3
C. Acting Appointments.....	4
III. REVIEW COMMITTEES: MEMBERSHIP AND PROCEDURES	5
A. Officers to be Reviewed.....	5
B. Membership.....	5
C. Procedures.....	5
D. Executive Committee Review.....	7
E. Unscheduled Reviews.....	7
F. Removal.....	7
IV. APPOINTMENT AND REVIEW OF COLLEGE ASSOCIATE DEANS	8
A. Appointment.....	8
B. Review.....	8
V. APPOINTMENT AND REVIEW OF DEPARTMENT CHAIRS.....	8
A. Appointment.....	8
B. Acting Chair.....	9
C. Removal.....	10
D. Review.....	10
VI. DEPARTMENT ASSOCIATE CHAIRS	10
VII. INTERPRETATION	10
Appendix A.....	11

Revision presented in 79-80 BEC 10
Approved by the Academic Senate, 4/15/80, Pres appr 4/80
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Revised by 03-04 FAC 6, appr by the Senate on 4-6-04
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Revised by **07-08** FAC 3revised, appr by the Senate 2-19-08

POLICIES AND PROCEDURES GOVERNING FACULTY PARTICIPATION
IN APPOINTMENT AND REVIEW OF ADMINISTRATIVE OFFICERS AND
DEPARTMENT CHAIRS OF THE CALIFORNIA STATE UNIVERSITY, East Bay

Administrators serve at the pleasure of the President. Nevertheless, it is the policy of California State University, East Bay, that the faculty of the University shall play a cooperative role with the administration in the appointment and review of administrative officers at the university, college and department levels. It shall be the responsibility of a search committee, working in conjunction with appropriate administrative officers, to identify and recommend the most qualified candidates for an administrative position. It shall be the responsibility of a review committee, in consultation with the administration, to examine and assess the performance of the administrator and the office under review, paying particular attention to the manner in which the needs and goals of the University and its various constituencies are being met.

No action taken under this document shall be inconsistent with the civil service regulations and other applicable provisions of the State Administrative Code.

I. GENERAL PROCEDURES FOR SEARCH AND REVIEW COMMITTEES

A. Assistance and Support

The Office of the President or other office designated by the President shall provide, insofar as possible, clerical assistance, travel funds, assigned time, and other support as needed by committees for the search or review of administrative officers. The President or the President's designee may select a staff person to render such assistance, under direction of the committee chair.

B. Officers

The committee, meeting in private, shall select its chair and its recorder.

C. Correspondence

All correspondence of a committee shall be signed by its chair, except as the committee chair may authorize others to sign.

D. Quorum and Voting

A majority of the total membership of the committee shall constitute a quorum. Procedural matters before the committee may be determined by majority vote of those present. All substantive matters, including the votes for candidates at all stages of consideration, shall be determined by a majority of the total committee membership.

E. Recommendations

Every recommendation of a committee shall be delivered to the President or to the President's designee in written form. The list of candidates recommended by a search committee shall be limited to those

persons receiving a majority vote. Members of search committees are not eligible to be candidates for the position under consideration.

F. Confidentiality

Committee members shall maintain the confidentiality of all committee deliberations, documents, and records. Questions relating to the business and progress of the committee shall be referred to the chair.

G. Equal Employment Opportunity and Affirmative Action

The committee shall give full effect to and act in accordance with applicable laws and regulations relating to equal employment opportunity and affirmative action.

H. Additional Procedures

The President may provide additional procedural guidelines for committees, consistent with the general procedures set forth above. A copy of such additional guidelines shall be provided to the Executive Committee of the Academic Senate.

II. SEARCH COMMITTEES: MEMBERSHIP AND PROCEDURES

A. Membership

The membership of ad hoc search committees recommending appointment of University- and College-level administrative officers shall be as stated in **Appendix A**

The mode of election for faculty representatives for all appointment and review committees shall be university-wide, except in those cases where each college and the library must be represented. In such cases, elections will be held at the college and library level.

Faculty shall be represented on search committees for administrative positions in Academic Affairs, Student Affairs, and Planning & Enrollment Management (PEM) that are not covered by this policy. Faculty appointments to such search committees will be made by the Academic Senate Executive Committee (ExCom). Newly created administrative positions which the Senate Executive Committee deems of critical impact to the faculty shall have faculty search committee representation as determined by the Executive Committee in consultation with the President and, the composition and selection criteria for search committees, where deemed necessary, will be added to this document by the Senate. One representative may be appointed by the President from the University at-large. For Dean searches, a sixth committee member may be appointed by the President from the University Faculty, excluding members of the College Faculty in question.

In those instances when faculty representatives are designated as appointments by the Executive Committee, a call for self-nominations shall be issued to the regular faculty at least one week before appointments are made and a list of self-nominations will be provided to Executive Committee members.

If a student representative is required, that member shall be a student in good standing, selected by Associated Students. Staff representatives will be selected through a process of self-nomination and then appointment by the President.

B. Procedures

The procedures for search committees of administrative officers follow:

1. As soon as the President learns that the election of a search committee is necessary, the President shall notify the Executive Committee of the Academic Senate. The Executive Committee shall make arrangements for the election of the search committee.
2. A job description shall be agreed upon by the President in consultation with the Executive Committee.
3. The President or his or her designee shall convene the search committee for its first meeting as soon as possible after it is elected. At this meeting the President or his designee shall deliver the charge to the committee and shall review the duties associated with the position.
4. The University shall publish an announcement that the position is open, which includes the job description* and a statement of the latest day on which a nomination or application will be accepted.

The committee shall be free to announce an extension of the time for application or nomination, and to repeat such an announcement until it is satisfied that it has received the nominations of the most desirable candidates who are available.

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5. The chair of the committee shall be responsible for keeping the President informed of the progress of the committee.
 6. Prior to submission of the recommendation for on-site interviews and selection of the final candidates, the President or designee shall meet with the committee to discuss the proposed recommendations.
 7. The committee shall recommend a list of acceptable candidates to the President, indicating, if it chooses, the order of preference among them. Each candidate recommended by the committee shall have been considered by the department in which that person might ask for rank and tenure, as evidenced by a written report from that department. This report shall be given by the committee to the President along with the committee's recommendation. The President or designee shall meet with the committee to receive this report, along with the committee's recommendation.
 8. No later than 15 academic days after the date of a recommendation of a search committee, the President shall notify the committee in writing either
 - a. that the President accepts one of those recommended and will appoint that person; or
 - b. that the President will not appoint from among the persons named in the recommendation, and that it is necessary for the committee to make further recommendation.

*Action of the Board of Trustees of CSU requires that the position be filled insofar as possible to meet Affirmative Action guidelines set down for institutions of higher education by the Department of Health, Education and Welfare.

9. If the President does not appoint from among the persons recommended, the committee shall proceed at once to further search. This procedure shall continue until the committee has recommended a person acceptable to the President or until there is insufficient time left in the academic year, at which point the President will report to the Executive Committee that the search will be continued into the following year and a new search committee may be elected in the upcoming Fall. The President shall not make a permanent appointment to the office except upon a recommendation of the committee.
10. Should a faculty member of a search committee be unable or unwilling to serve or continue serving on a committee, a replacement shall be appointed by the Executive Committee in accordance with the criteria of this policy.

C. Acting Appointments

Whenever an administrative position is unfilled, the President, after informal consultation, may appoint an acting administrator subject to the following conditions:

1. The Executive Committee of the Academic Senate has been informed of the vacancy.
2. The term of office of an acting administrator shall not be longer than one year, except,
 - a. when an officer has accepted a regular appointment but is delayed in the assumption of his or her duties, or
 - b. when a search committee has not made a recommendation acceptable to the President within one year, or
 - c. when a search committee has not been able to agree on a recommendation, or
 - d. when an appointment occurs mid-academic year, the appointment may be extended through the following academic year.
3. In such a circumstance, the President shall notify in writing the Executive Committee of the Academic Senate of the delay, and the acting administrator may remain in office until the regular officer assumes the duties of the position.
4. An acting administrator shall not be deemed to have any prior or vested right in the office; neither shall service as an acting administrator be a bar to appointment by regular procedures.

III. REVIEW COMMITTEES: MEMBERSHIP AND PROCEDURES

A. Officers to be Reviewed

Review of the performance of each administrative officer named in **Appendix A** or positions of equivalent titles and duties, shall be undertaken by the faculty during the fourth academic year of the officer's incumbency and during every fifth academic year thereafter. The Executive Committee shall determine the initial order of review and the year of review for those officers already incumbent.

B. Membership

The membership of committees reviewing the performance of University- and College-level administrative officers shall be as stated in Appendix A.

Deans, Directors, Vice Presidents, and their associates and assistants may not be elected to serve on review committees. However, the President may appoint, at his or her discretion, such administrators who are members of the University Faculty or the faculty of another CSU campus, as appropriate to the membership definition of the review committee. Elected faculty shall be tenured regular members of the College Faculties or Library, no more than one from each college/library, elected by the ordinary procedures of University at-large elections. Each review committee, with the exception of the review committees for the Provost and University Librarian (see appendix A) shall consist of 4 tenured faculty including library faculty (no more than one from each college/library, elected in a university-wide election) and 1 Presidential appointee. Committees shall solicit input from faculty, administrators, staff and students.

C. Procedures

The procedures for review committees follow:

1. The President of the University and the Executive Committee of the Academic Senate shall maintain a schedule showing the year in which the regular review of each administrative officer is next due.
2. For each such officer whose performance is to be reviewed during an academic year, at the beginning of the academic year the Executive Committee of the Academic Senate will make arrangements for the election of a review committee to be held before the end of the Fall Quarter.
3. As soon as possible after the election of a review committee, the President or the President's designee shall convene the committee and shall give it its charge. At this meeting the President or the President's designee shall deliver to the committee a written statement of all duties which have been assigned in fact to the officer whose performance is to be reviewed.
4. At the convening meeting the President or the President's designee shall make known to the committee whether or not a record of a previous review is on file in the Office of the President.
5. The committee shall determine whether it wishes to call for the previous review. If called for, the review shall be delivered to the committee.

6. On receipt of a written request from the review committee, the immediate administrative superior of the officer whose performance is being assessed shall provide to the committee all non-confidential documents relevant to the performance of the officer during the period under review.
7. For any officer whose performance is under review, all documents from the beginning of the officer's incumbency shall be considered relevant.
8. The committee may ask the administrator under review for a self-evaluation of the goals, responsibilities, and accomplishments of his/her performance in office.
9. Appearances before the review committee shall be at the committee's invitation or by the committee's agreeing to a request to appear. Any person may submit a written statement to the committee.
 - a. Invitations to appear before the committee shall be issued in written form.
 - b. The committee shall not have power to compel the appearance of any person.
 - c. Every request to appear before the committee shall be in written form, addressed to the chair of the committee.
 - d. No person shall be deemed to have the right to appear before the committee, but all requests to appear shall be noted in the final report of the committee.
 - e. Any written statement submitted to the committee shall be signed by the maker of the statement.
10. The committee shall deliver two copies of its report, along with all relevant supporting evidence, directly to the President or to the President's designee normally by May 15; one copy shall be transmitted to the administrative officer under review. The report shall include an assessment of the performance of the officer or officers; it may include suggestions for the improvement of the performance and/or a recommendation that subsequent review be undertaken at a time earlier than ordinary; and in unusual circumstances a recommendation concerning an officer's continued incumbency in office. If the committee recommends such, the President shall notify it of his or her disposition of the matter. At the President's request the committee shall meet with him or her to discuss the committee's report.
11. Every review of the performance of an administrative officer shall be treated with full respect for appropriate due process including the confidentiality of all documents involved. When the review of an officer is completed, the chair of the committee shall deliver all documents of the committee to the President for safekeeping. Those documents shall be available only to subsequent review committees of the same person. All such documents shall be destroyed when the officer ceases to occupy the office.

D. Executive Committee Review

The President shall meet annually in closed session with the Executive Committee of the Academic Senate, to review the performance of all of the administrative officers of the University. At the discretion of the Executive Committee, a vice president of the University may be invited to attend such closed session review of other officers of the University who report to him or her. The President or the President's designee will meet annually (normally between the beginning of February and the end of April) in an official individual conference with each University- and College-level administrative officer whose work is subject to review as defined in this document. The purpose of this conference shall be to discuss and evaluate the administrative work of the officer in the light of the review conducted with the Executive Committee.

E. Unscheduled Reviews

1. Upon receiving a written request as specified below, the President shall initiate review of the performance of an administrative officer at any time after the end of the first academic quarter of the officer's incumbency in office, subject to the following conditions:
 - a. If the officer is a Vice President or any other officer whose work affects the whole University, the request must be made by one-third or more of the elected faculty members of the Academic Senate.
 - b. In the case of a College Dean or Associate Dean, the request must be made by one-third or more of the tenured members of the faculty of the college.
2. Not later than twenty academic days after the date of such a request, the President shall notify the Executive Committee of the Academic Senate that extraordinary election of a review committee is necessary.
3. The Executive Committee, as soon as possible after receipt of the letter of notification from the President, shall set in motion the appropriate procedures for election of the committee.
4. Thereafter, an early review shall be conducted in all respects as if it were a regularly scheduled review, except that the special review committee will be given six months to complete its task and submit its report.
5. Such an early review shall not substitute for the annual review specified in Section III.D. nor delay the periodic review specified in Section III.A.
6. The Executive Committee of the Academic Senate may request the President to institute a review of any administrative officer, including those not previously specified in this document.

F. Removal

Except in extraordinary circumstances, the President shall consult with the Executive Committee of the Academic Senate before removing from office a University- or College-level administrative officer

whose position falls, for regular appointment and review, within the scope of this document.

IV. APPOINTMENT AND REVIEW OF COLLEGE ASSOCIATE DEANS

A. Appointment

1. The Associate Dean will perform line or staff functions under the direction of the College Dean. While not necessarily a senior professor, the Associate Dean will be expected to possess those scholarly, administrative, and personal qualifications which will secure the respect of the faculty of the college, and thus assist the Dean to the maximum.
2. The process of selection shall include consultation by the College Dean with the Department Chairs of the college. The College may elect a faculty committee to participate in the selection process. The procedures for this process shall be developed within the college and approved by the Faculty Affairs Committee, and by the President or the President's designee. Appointment shall be by the President upon recommendation of the College Dean.

B. Review

Associate Deans shall be reviewed at the same time and by the same committee reviewing the College Dean.

V. APPOINTMENT AND REVIEW OF DEPARTMENT CHAIRS

A. Appointment

1. Department Chairs shall be appointed for a term of three years. The faculty of each department shall be consulted by the College Dean and the President about who should hold the Department Chair. To affect such consultation, a Department Advisory Committee shall be formed in accordance with provisions of Section V.A.2. After due consideration according to guidelines provided in Sections V.A.3. and V.A.4. below, the advisory committee shall recommend to the College Dean the person or persons the committee believes best qualified for the position of Department Chair. The committee may recommend that the incumbent be reappointed, or it may recommend another person or persons. No priority or preference for the incumbent shall be assumed, nor shall membership on the advisory committee itself be considered a bar to being recommended for and appointed Chair. An incumbent Chair shall not sit on the advisory committee.
2. Early in the third year of service of the incumbent Chair, or whenever for any reason a vacancy appears or is anticipated, the College Dean shall inform the department of the need to elect an advisory committee. The committee shall be composed of three tenured regular members of the department faculty, elected through a secret ballot by the regular voting members of the department. However, by a majority vote of these members taken in advance of the election of the advisory committee, two tenured regular members of the faculty of other departments in the same college may be added to the three chosen from within the department. In the case of a department with fewer than three regular tenured members available to serve, the membership of the committee shall be brought up to three by election of a tenured

regular faculty member or members from other departments in the same college. If for either of these reasons the election of outside faculty is necessary, the regular voting members of the department shall nominate and elect them from a list of all eligible faculty in the college provided by the College Dean or College's Election Committee.

3. The Department Chair and each regular faculty member of the department shall rank candidates, usually tenured faculty, for the Department Chair by confidential preferential ballot. This shall not exclude faculty members on leave with or without pay who would otherwise be eligible to rank candidates. The ranking ballot shall list all eligible members of the department, including members on leave with or without pay, and also provide an opportunity for the faculty to express a preference for a named or yet-to-be-sought person outside the University. Each faculty member shall be encouraged to rank no fewer than three and no more than five of the names on the ballot. The ballots shall be returned to the Department Advisory Committee for use as an important source of information in reaching its recommendation.
4. The advisory committee will carefully but expeditiously study the relevant records of individuals both inside and outside the University, and shall consult both tenured and untenured faculty in the department. The advisory committee shall solicit the view of lecturers, staff, and students. The deliberations and recommendations of the committee, including any rankings, shall be treated in the strictest confidence.
5. The advisory committee will render its written recommendation of one or more potential Department Chairs to the College Dean. The Dean will consult with the Provost and Vice President of Academic Affairs and the President. If the recommendation or recommendations are not accepted, the advisory committee will be so informed in writing, along with the reasons for such action, and will again review potential Department Chairs and make further recommendations.
6. The President shall appoint a Chair from the name or names submitted or return the recommendation to the advisory committee for reconsideration.
7. When a person has been appointed Chair by the President and has accepted the appointment, other off-campus candidates shall be notified prior to any public or general announcement.
8. So long as the above general procedures are followed, a department's regular faculty may propose and adopt supplementary requirements and procedures, subject to the approval of the Faculty Affairs Committee and the President or President's designee.

B. Acting Chair

1. If the procedures above do not lead to selection of a Department Chair in a reasonable length of time, e.g., one full academic quarter after the Advisory Committee has begun its work, the President or the President's designee, after receiving the recommendation of the College Dean, may appoint an Acting Chair for a period not to exceed one academic year.

2. If the incumbent Department Chair is on leave, the College Dean shall consult with the regular department faculty members regarding the appointment of an Acting Chair. The President or the President's designee, after receiving the recommendation of the College Dean, will appoint an Acting Chair for a period not to exceed the duration of the incumbent Chair's absence.

C. Removal

A Department Chair may be removed from that position at any time by the President, after full consultation by the President with the College Dean and the department faculty. In extraordinary circumstances the President may remove a Department Chair without prior consultation, but shall thereafter meet with the department faculty to explain the reasons for such action.

D. Review

1. In the first and second year of a Chair's term, the College Dean shall arrange for special meeting(s) with the faculty and staff of the department to discuss the performance of the Chair. The Department Chair shall not be present at this meeting. In a subsequent individual conference with the Chair, the Dean shall review the Chair's performance, and may report to the President as appropriate.
2. Upon receiving a formal request in writing from the department faculty, the President shall initiate a special review of the performance of a Department Chair. Such request must be made by one-third or more of the tenured faculty members of the department, but never by fewer than two persons. Such a special review shall not substitute for the annual review with the College Dean provided for in Section V.D.1., or for the regular three-year evaluation of persons for the position of Department Chair as specified in Section V.A.1.

VI. DEPARTMENT ASSOCIATE CHAIRS

- A. At the request of the Department Chair and a majority of the regular faculty members of the department, an Associate Chair shall be appointed.
- B. In a department having an Associate Chair, the position shall be filled by the College Dean upon recommendation of the Department Chair. The Department Chair shall make a recommendation only after consulting with all members of the department.
- C. An Associate Chair shall normally be appointed for at least one year, but in no case for longer than the appointment of the Chair.
- D. An Associate Chair serves at the discretion of the Dean, and may be removed by the Dean at any time, provided only that the Dean explain to the department faculty either orally or in writing why such action was necessary.

VII. INTERPRETATION

Any question about the meaning of provisions of this document shall be referred to the Executive Committee of the Academic Senate. The interpretation of the Executive Committee shall be forwarded to the President.

APPENDIX A
Appointment and Review– committee memberships

<p>Provost and VP Academic Affairs</p> <p>Appointment: 1 tenured faculty from each college and 1 tenured library faculty, elected by the colleges/library</p> <p>1 Presidential appointee</p> <p>1 Staff from Academic Affairs</p> <p>1 Student selected by ASI</p>	<p>Review: 1 tenured faculty from each college and 1 tenured library faculty elected by the colleges/library</p> <p>1 Presidential appointee (may be from another CSU campus)</p>
<p>Associate Provost</p> <p>Appointment: 1 tenured faculty from each college and 1 tenured library faculty, elected by the colleges/library</p> <p>1 Presidential appointee</p>	<p>Review: Reviewed with Provost and VP Academic Affairs</p>
<p>VP Administration & Finance, and Chief Financial Officer</p> <p>Appointment: 4 tenured faculty including library faculty; no more than 1 from each entity, elected in a university-wide election</p> <p>1 Presidential appointee</p> <p>2 staff in A&F</p>	<p>Review: 4 tenured faculty including library faculty; no more than 1 from each college/library entity, elected in a university-wide election</p> <p>1 Presidential appointee (may be from another CSU campus)</p>
<p>VP Student Affairs</p> <p>Appointment: 4 tenured faculty including library faculty; no more than 1 from each entity, elected in a university-wide election</p> <p>1 Presidential appointee</p> <p>2 representatives of the Stu Svcs Professional Electorate in the Student Affairs area</p> <p>1 Student selected by ASI</p>	<p>Review: 4 tenured faculty including library faculty; no more than 1 from each college/library; elected in a university-wide election</p> <p>1 Presidential appointee (may be from another CSU campus)</p> <p>1 Student selected by ASI</p>
<p>Associate VP Student Affairs</p> <p>Appointment: 3 tenured faculty including library faculty; no more than 1 from each entity; appointed by the Executive Committee of the Senate</p> <p>1 Presidential appointee</p> <p>1 student, selected by ASI</p>	<p>Review: Reviewed with VP Student Affairs</p>
<p>VP Planning & Enrollment Management</p> <p>Appointment: 4 tenured faculty including library faculty; no more than 1 from each entity, elected in a university-wide election</p> <p>1 Presidential appointee</p> <p>2 -staff from PEM</p> <p>1 Student selected by ASI</p>	<p>Review: 4 tenured faculty including library faculty; no more than 1 from each college/library, elected in a university-wide election</p> <p>1 Presidential appointee (may be from another CSU campus)</p>
<p>Associate VP Planning & Enrollment Management</p> <p>Appointment: 3 tenured faculty including library faculty; no more than 1 from each entity; appointed by the Executive Committee of the Senate</p> <p>1 Presidential appointee</p> <p>1 staff from PEM</p>	<p>Review: Reviewed with VP Planning & Enrollment Mgmt</p>

VP University Advancement	
<p>Appointment: 4 tenured faculty including library faculty; no more than 1 from each entity, elected in a university-wide election</p> <p>1 Presidential appointee</p> <p>2 staff in UA</p> <p>1 alumnus</p>	<p>Review: 4 tenured faculty including library faculty; no more than 1 from each college/library, elected in a university-wide election</p> <p>1 Presidential appointee (may be from another CSU campus)</p>
Chief Information Officer	
<p>Appointment: 1 tenured faculty from each college and 1 tenured library faculty; elected by the colleges/library</p> <p>1 Presidential appointee</p> <p>2 Staff in IT Division</p> <p>1 Student selected by ASI</p>	<p>Review: 4 tenured faculty including library faculty; no more than 1 from each college/library, elected in a university-wide election</p> <p>1 Presidential appointee (may be from another CSU campus)</p>
Associate VP Academic Programs & Graduate Studies	
<p>Appointment: 4 tenured faculty including library faculty; no more than 1 from each entity</p> <p>1 Presidential appointee</p> <p>1 Staff from Academic Affairs</p> <p>Shall solicit input from students</p>	<p>Review: 4 tenured faculty including library faculty; no more than 1 from each college/library, elected in a university-wide election</p> <p>1 Presidential appointee (may be from another CSU campus)</p>
Associate Director, Academic Programs & Graduate Studies	
<p>Appointment: 3 tenured faculty including library faculty; no more than 1 from each entity; appointed by the Executive Committee of the Senate</p> <p>1 staff from Academic Affairs</p> <p>1 Presidential appointee</p>	<p>Review: Reviewed with Associate VP APGS</p>
Associate VP Academic Resources	
<p>Appointment: 3 tenured faculty including library faculty; no more than 1 from each entity; appointed by the Executive Committee of the Senate</p> <p>1 Presidential appointee</p> <p>1 Staff from Academic Affairs</p> <p>Shall solicit input from students</p>	<p>Review: 4 tenured faculty including library faculty; no more than 1 from each college/library, elected in a university-wide election</p> <p>1 Presidential appointee (may be from another CSU campus)</p>
Executive Director, Continuing & International Education	
<p>Appointment: 1 tenured faculty from each college and 1 tenured library faculty; appointed by the Executive Committee of the Senate</p> <p>1 Presidential appointee</p> <p>1 Staff from Academic Affairs</p> <p>Shall solicit input from students</p>	<p>Review: 4 tenured faculty including library faculty; no more than 1 from each college/library, elected in a university-wide election</p> <p>1 Presidential appointee (may be from another CSU campus)</p>

Assoc VP of Research & Sponsored Programs	
<p>Appointment: 1 tenured faculty from each college and 1 tenured library faculty elected by the colleges/library</p> <p>1 Presidential appointee</p> <p>1 Staff from Academic Affairs</p> <p>Shall solicit input from students</p>	<p>Review: 4 tenured faculty including library faculty; no more than 1 from each college/library, elected in a university-wide election</p> <p>1 Presidential appointee (may be from another CSU campus)</p>
Asst VP Planning & Institutional Research	
<p>Appointment: 4 tenured faculty including library faculty; no more than 1 from each entity</p> <p>1 Presidential appointee</p> <p>1 Staff from PEM</p>	<p>Review: 4 tenured faculty including library faculty; no more than 1 from each college/library, elected in a university-wide election</p> <p>1 Presidential appointee (may be from another CSU campus)</p>
Director of Faculty Development	
<p>Appointment: 1 tenured faculty from each college and 1 tenured library faculty; appointed by the Executive Committee</p> <p>1 Presidential appointee</p> <p>1 Staff from Academic Affairs</p> <p>Shall solicit input from students</p>	<p>Review: 4 tenured faculty including library faculty; no more than 1 from each college/library, elected in a university-wide election</p> <p>1 Presidential appointee (may be from another CSU campus)</p>
Director of Online and Hybrid Support Center	
<p>Appointment: 1 tenured faculty from each college and 1 tenured library faculty; appointed by the Executive Committee</p> <p>1 Presidential appointee</p> <p>1 Staff from MATS, OHSC or Faculty Development</p> <p>Shall solicit input from students</p>	<p>Review: 4 tenured faculty including library faculty; no more than 1 from each college/library, elected in a university-wide election</p> <p>1 Presidential appointee (may be from another CSU campus)</p>
Director of Media & Technology Services	
<p>Appointment: 1 tenured faculty from each college and 1 tenured library faculty; appointed by the Executive Committee of the Senate</p> <p>1 Presidential appointee</p> <p>1 Staff from MATS, OHSC, Faculty Development or ITS</p> <p>Shall solicit input from students</p>	<p>Review: 4 tenured faculty including library faculty; no more than 1 from each college/library, elected in a university-wide election</p> <p>1 Presidential appointee (may be from another CSU campus)</p>
Director, Student Center for Academic Achievement	
<p>Appointment: 3 tenured faculty including library faculty; no more than 1 from each entity; appointed by the Executive Committee of the Senate</p> <p>1 Presidential appointee</p> <p>2 Staff members of the Student Services Professional electorate</p>	<p>Review: 4 tenured faculty including library faculty; no more than 1 from each college/library, elected in a university-wide election</p> <p>1 Presidential appointee (may be from another CSU campus)</p>

Shall solicit input from students	
University Librarian	
<p>Appointment: 2 tenured library faculty</p> <p>2 tenured faculty (not library faculty); not from same college</p> <p>1 Presidential faculty appointee (excluding library faculty)</p> <p>2 Staff from University Libraries</p> <p>Shall solicit input from students</p>	<p>Review: 3 tenured library faculty, elected by the library procedures ordinarily used to elect library members of the Senate</p> <p>2 tenured faculty (not library faculty); not from same college, elected in a university-wide election</p> <p>1 Presidential appointee (may be from another CSU campus)</p>
Concord Campus Executive Director	
<p>Appointment: 1 tenured faculty from each college and 1 tenured library faculty; appointed by the Executive Committee of the Senate</p> <p>1 Presidential appointee</p> <p>1 Staff from Concord Campus</p> <p>Shall solicit input from students</p>	<p>Review: 4 tenured faculty including library faculty; no more than 1 from each college/library, elected in a university-wide election</p> <p>1 Presidential appointee (may be from another CSU campus)</p>
Concord Campus Associate Director	
<p>Appointment: 4 tenured faculty including library faculty; no more than 1 from each entity; selected through appointment by the Executive Committee of the Academic Senate</p> <p>1 Presidential appointee</p>	<p>Review: Reviewed with Concord Executive Director</p>
College Deans	
<p>Appointment: 4 tenured faculty from the college from different departments elected by the procedures of faculty elections in the college.</p> <p>1 Presidential faculty appointee (excluding faculty from the college)</p> <p>1 Staff from the college</p> <p>Shall solicit input from students</p>	<p>Review: 3-4 tenured faculty from the college, excluding deans, from different departments (number of members to be determined at the discretion of each college), elected by the procedures of faculty elections in the college.</p> <p>1 tenured faculty from another college or library, excluding deans and directors, selected by ExCom</p> <p>1 Presidential appointee, appointed by the President from the University Faculty, excluding members of the College Faculty in question</p>
College Associate Deans	
See Section IV (page 9)	<p>Review: Reviewed with Deans-See Section IV (page 9)</p>
Department Chairs	
See Section V (page 10)	<p>Review: See Section V (page 10)</p>
Department Associate Chairs	
See Section VI (page 10)	<p>Review: See Section VI (page 10)</p>