

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

TABLE OF CONTENTS

I.	GENERAL PROCEDURES FOR APPOINTMENT AND REVIEW COMMITTEES.....	1
A.	Assistance and Support	1
B.	Officers.....	1
C.	Correspondence.....	1
D.	Quorum and Voting.....	1
E.	Campus Response	2
F.	Recommendations.....	2
G.	Confidentiality.....	2
H.	Affirmative Action	2
I.	Additional Procedures.....	2
II.	APPOINTMENT COMMITTEES: MEMBERSHIP AND PROCEDURES.....	2
A.	Membership.....	2
B.	Procedures	3
C.	Acting Appointments	4
III.	REVIEW COMMITTEES: MEMBERSHIP AND PROCEDURES	4
A.	Officers to be Reviewed.....	5
B.	University Administrative Review Committee Membership.....	5
C.	University Administrative Review Subcommittees	5
D.	Procedures	5
E.	Executive Committee Review	6
F.	Unscheduled Reviews	6
G.	Removal	7
IV.	APPOINTMENT AND REVIEW OF SCHOOL ASSOCIATE DEANS.....	7
A.	Appointment.....	7
V.	INTERPRETATION	7
	APPENDIX A: APPOINTMENT COMMITTEE MEMBERSHIPS BY DIVISION	

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**POLICIES AND PROCEDURES GOVERNING FACULTY PARTICIPATION IN
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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 the Academic Senate's University Administrative Review Committee (UARC), 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. Campus Response

Feedback from the campus community is an important element of administrative searches and reviews. Committees shall provide appropriate opportunities for response. See Sections IIB and IIIC below.

F. 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.

G. 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.

H. 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.

I. 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. All of the vote-getters and their vote tallies should be recorded and stored until the end of the search in case the top vote-getter resigns their position.

Faculty shall be represented on search committees for administrative positions in Academic Affairs (AA), Planning Enrollment Management (PEM), and Student Affairs (SA) 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 election-eligible 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, a statement of the latest day on which a nomination or application will be accepted, and a reference to current nondiscrimination and equal opportunity policies.
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.
5. The chair of the committee shall be responsible for keeping the President informed of the progress of the committee.
6. The committee shall seek feedback from the campus community regarding candidates' campus interviews. The deadline for feedback shall be no sooner than 24 hours after the last candidate forum. Feedback will be received in written form. Signed comments will be given greater weight than anonymous comments. Comments must be delivered in hard copy to the appropriate search office. No e-mail comments will be accepted.
7. All public announcements shall emphasize the importance of feedback, and shall outline the procedures listed in B.6 above.
8. Before forwarding feedback to the President or his or her designee, the Committee shall remove names from written comments, unless requested otherwise by the commentator.
9. 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.
10. 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.
11. 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.

12. 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.

13. Should a faculty member of a search committee be unable or unwilling to serve or continue serving on a committee, the next highest vote-getter in order from the election that seated that member shall serve. If the highest vote-getters cannot or will not serve, or there is no other vote-getter, a replacement shall be appointed by the Executive Committee from the same pool as was eligible to run in the election. In those instances when faculty representatives are designated as appointments by the Executive Committee, a call for self-nominations shall be issued to the election-eligible faculty at least one week before appointments are made and a list of self-nominations will be provided to Executive Committee members.

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

- 1. Provost and Associate Provost

2. Vice Presidents and Associate Vice Presidents
3. College Deans and the University Librarian
4. Other senior managerial positions with significant impact on academic programs as authorized by the President in consultation with the Academic Senate Executive Committee.

Review of the performance of the above administrative officers, or positions of equivalent titles and duties, shall be undertaken by the faculty during the fourth academic year of the officer's incumbency, not including up to one year as acting administrator, 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. University Administrative Review Committee Membership

The membership of the University Administrative Review Committee (UARC) shall be composed of one tenured faculty from each of the four colleges and one tenured librarian who shall be elected by the ordinary procedures of University at-large elections for two-year terms, and a Presidential appointee (who may be from another CSU campus).

The UARC shall solicit input from faculty, administrators, staff and students.

C. College Dean/University Librarian Review

During years in which college deans or the University Librarian are scheduled for review, UARC will notify the appropriate college(s) or the library of the need for an election. For the review of a college dean, the membership of the committee shall be composed of the UARC committee and two tenured faculty members elected by the appropriate college or the library faculty.

D. Procedures

The procedures for UARC 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. The Academic Senate will make arrangements for the election of the committee to be held during the ordinary procedures of at-large elections in the spring quarter prior to the beginning of the two-year service.
3. At the beginning of the fall quarter the President or the President's designee shall convene the UARC 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 to the officers whose performances are to be reviewed.
4. At the fall quarter convening meeting the President or the President's designee shall make known to the committee whether or not a record of a previous reviews are on file in the Office of the President.
5. The committee shall determine whether it wishes to call for previous reviews. If called for, reviews shall be delivered to the committee.
6. On receipt of a written request from UARC, 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 UARC 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.
- f) If the comments go forward as part of the committee's report to the President or his or her designee, the committee shall remove names from written comments, unless requested otherwise by the commentator.

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.

E. 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.

F. 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 UARC that an additional review has been requested.
3. Thereafter, an early review shall be conducted in all respects as if it were a regularly scheduled review, except that the special review committee UARC will be given six months to complete its task and submit its report on the performance of this administrative officer.
4. 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.
5. 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.

G. 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 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.

V. 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.

APPOINTMENT COMMITTEE MEMBERSHIP BY DIVISION

DIVISION OF ACADEMIC AFFAIRS
Provost, VP of Academic Affairs
<ul style="list-style-type: none"> • 1 tenured faculty from each college and 1 tenured library faculty, elected by the colleges/library • 1 Presidential appointee • 1 Staff from Academic Affairs • 1 Student selected by ASI
Associate Provost
<ul style="list-style-type: none"> • 1 tenured faculty from each college and 1 tenured library faculty, elected by the colleges/library • 1 Presidential appointee
AVP, Academic Programs & Graduate Studies
<ul style="list-style-type: none"> • 4 tenured faculty including library faculty; no more than 1 from each entity • 1 Presidential appointee • 1 Staff from Academic Affairs • Shall solicit input from students
AVP, Research & Professional Development
<ul style="list-style-type: none"> • 1 tenured faculty from each college and 1 tenured library faculty elected by the colleges/library • 1 Presidential appointee • 1 Staff from Academic Affairs • Shall solicit input from students
College Deans
<ul style="list-style-type: none"> • 4 tenured faculty from the college from different departments elected by the procedures of faculty elections in the college. • 1 Presidential faculty appointee (excluding faculty from the college) • 1 Staff from the college • Shall solicit input from students
Dean of the University Libraries
<ul style="list-style-type: none"> • 2 tenured library faculty • 2 tenured faculty (not library faculty); not from same college • 1 Presidential faculty appointee (excluding library faculty) • 2 Staff from University Libraries

- Shall solicit input from students

AVP, University Extension

- 1 tenured faculty from each college and 1 tenured library faculty; appointed by the Executive Committee of the Senate
- 1 Presidential appointee
- 1 Staff from Academic Affairs
- Shall solicit input from students

DIVISION OF ADMINISTRATION & FINANCE

VP, Administration & Finance and Chief Financial Officer

- 4 tenured faculty including library faculty; no more than 1 from each entity, elected in a university-wide election
- 1 Presidential appointee
- 2 staff in A&F

AVP, Enterprise Operations and Executive Director CSUEB Foundation

- 1 tenured faculty from each college and 1 tenured library faculty elected by the colleges/library
- 1 Presidential appointee
- 1 Staff from Enterprise Operations or Foundation

DIVISION OF PEM

VP, Planning and Enrollment Management

- 4 tenured faculty including library faculty; no more than 1 from each entity, elected in a university-wide election
- 1 Presidential appointee
- 2 staff from PEM
- 1 Student selected by ASI

AVP, Planning & Institutional Research

- 4 tenured faculty including library faculty; no more than 1 from each entity
- 1 Presidential appointee
- 1 Staff from PEM

DIVISION OF STUDENT AFFAIRS

VP, Student Affairs

- 3 tenured faculty including library faculty; no more than 1 from each entity; appointed by the Executive Committee of the Senate
- 1 Presidential appointee
- 1 student, selected by ASI

DIVISION OF UNIVERSITY ADVANCEMENT

VP, University Advancement

- 4 tenured faculty including library faculty; no more than 1 from each entity, elected in a university-wide election
- 1 Presidential appointee
- 2 staff in UA
- 1 alumnus

DIVISION OF INFORMATION & TECHNOLOGY

Chief Information Officer

- 1 tenured faculty from each college and 1 tenured library faculty; elected by the colleges/library
- 1 Presidential appointee
- 2 Staff in IT Division
- 1 Student selected by ASI

Note: The Senate Office may update this Appendix with non-substantive title changes announced by the University