



**Composition of the Search and Screening Committees for Academic Administrators**  
***Handbook Change***

**RES 242521**

FAC

**RESOLVED:** The following changes be made to the University Handbook (additions in **bold underline**, deletions in ~~strikethrough~~).

**Rationale:** This update to the Handbook is designed to achieve the following objectives:

1. Specifies that the academic administrator for University-Wide positions shall be a college dean
2. Specifies that the staff member for academic administrator search committees shall have an appointment within academic affairs and be an area related to the administrator position
3. Adds a department chair elected by the General Faculty to the search committee for University-Wide academic administrator positions
4. Specifies that the chair of these search committees shall be a tenured faculty member
5. Enhances clarity by separating the composition of the search committees for (a) University-Wide positions and (b) individual college, library, or antelope valley campus dean positions
  - a. This was previously merged into one section
6. Improves grammar

### **309.5 Composition of the Search and Screening Committees for Academic Administrators**

Search and screening committees for positions concerning faculty and academic matters shall consist of the membership outlined below. Faculty shall make up a majority of the total membership of the search committee for **all academic** the following positions, **including**: Provost and Vice President for Academic Affairs, Associate/Assistant Vice President for Faculty Affairs, **Associate Vice President for Academic Affairs and Dean of Academic Programs**, ~~Associate Vice President for Academic Programs/Dean of Undergraduate and Graduate Studies~~, all Academic Deans, and Associate/Assistant Academic Vice Presidents.

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

- ~~a. For university-wide positions: five full-time tenured faculty members one from each College and one at-large (drawn from the General Faculty including librarians, counselors, and coaches). For individual College, Library or Antelope Valley Dean positions: four full-time tenured faculty members drawn from and elected by the affected constituency.~~
- ~~b. One academic administrator appointed by the appointing officer in consultation with the Cabinet.~~
- ~~c. One student selected by the Executive Committee of Associated Students, Inc.~~
- ~~d. One staff member jointly selected by the appointing officer and the Executive Committee of the Academic Senate.~~
- ~~e. 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.~~
- ~~f. 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.~~

#### **309.5.1. Composition of the Search and Screening Committees for University-Wide positions**

**The appointing officer shall ensure that the selection of the Search and Screening Committee includes:**

- 1. Five full-time tenured faculty members**
  - a. One from each College, elected by the faculty of each College**
  - b. One from the Library, elected by the librarians**
- 2. One department chair, elected by the General Faculty**

3. One college dean appointed by the appointing officer in consultation with the Executive Committee of the Academic Senate
4. One student selected by the Executive Committee of Associated Students, Inc.
5. One staff member jointly selected by the appointing officer and the Executive Committee of the Academic Senate
  - a. This staff member must have an appointment within academic affairs and in an area related to the administrator position
6. Additional members may be added, when appropriate, by the Appointing Officer and the Executive Committee of the Academic Senate while maintaining the majority faculty membership. The appointment(s) shall be made to ensure representation of the entire university.
7. The chair of the search committee shall be a tenured faculty member.
  - a. The search committee shall elect its chair.
  - b. In the case of cabinet level positions, the President—in consultation with the search committee—will appoint the chair.

#### 309.5.2. Composition of Search and Screening Committees for individual College, Library, or Antelope Valley Campus Dean positions

The appointing officer shall ensure that the selection of the Search and Screening Committee includes:

1. Four full-time tenured faculty members drawn from and elected by the affected constituency
2. One academic administrator appointed by the appointing officer, in consultation with the Executive Committee of the Academic Senate
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
  - a. This staff member must have an appointment within academic affairs and in an area related to the administrator position
5. Additional members may be added, when appropriate, by the Appointing Officer and the Executive Committee of the Academic Senate while maintaining the majority faculty membership. The appointment(s) shall be made to ensure representation of the entire college, library, or Antelope Valley campus.
6. The chair of the search committee shall be a tenured faculty member.
  - a. The search committee shall elect its chair.

The search and screening committees for other administrative positions (excluding assistant or associated deans) shall be as follows:

- ~~a. One full-time tenured faculty member, representative of and elected by the affected constituency.~~
- ~~b. One administrator appointed by the appointing officer in consultation with the Cabinet.~~
- ~~c. One student selected by the Executive Committee of Associated Students, Inc.~~
- ~~d. One staff member jointly selected by the appointing officer and the Executive Committee of the Academic Senate.~~
- ~~e. 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.~~

**309.5.3. Composition of Search and Screening Committees for Other Academic Administrative Positions (excluding assistant or associate deans)**

**The appointing officer shall ensure that the selection of the Search and Screening Committee includes:**

- a. One full-time tenured faculty member, representative of and elected by the affected constituency.**
- b. One academic administrator appointed by the appointing officer in consultation with the Executive Committee of the Academic Senate**
- c. One student selected by the Executive Committee of Associated Students, Inc.**
- d. One staff member jointly selected by the appointing officer and the Executive Committee of the Academic Senate**
  - a. This staff member must have an appointment within academic affairs and in an area related to the administrator position**
- e. 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 ensure representation of the entire university.**

### **~~310.2 Composition of Search Committees~~**

- ~~a. For assistant or associate school deans and Assistant or Associate Dean of University Library:
  - 1. Three full-time tenured faculty members elected by the faculty of the school in the case of assistant/associate school deans or three tenured librarians elected by the librarians in the case of assistant/associate dean of university library;
  - 2. One or two additional members jointly selected, when appropriate, by the administrator and the Executive Committee of the Academic Senate.~~
- ~~b. For assistant or associate university-wide administrators:
  - 1. Four full-time tenured faculty, one from each school, elected by the faculty of each school;
  - 2. One or two additional members jointly selected, when appropriate, by the administrator and the Executive Committee of the Academic Senate.~~

### **310.2 Composition of Search Committees for Assistant or Associate College and Library Deans**

**The appointing officer shall ensure that the selection of the Search and Screening Committee includes:**

- a. For assistant or associate college deans and Assistant or Associate Dean of University Library:**
  - 1. Three full-time tenured faculty members elected by the faculty of the college in the case of assistant/associate college deans, or three tenured librarians elected by the librarians in the case of assistant/associate dean of university library;**
  - 2. One staff member jointly selected by the appointing officer and the Executive Committee of the Academic Senate**
    - a. This staff member must have an appointment within academic affairs and in an area related to the administrator position**
  - 3. Additional members may be added, when appropriate, by the Appointing Officer and the Executive Committee of the Academic Senate while maintaining the majority faculty membership. The appointment(s) shall be made to ensure representation of the college or library.**
- b. For assistant or associate university-wide academic administrators not listed elsewhere:**
  - 1. Four full-time tenured faculty**
    - a. one from each college, elected by the faculty of each college;**
  - 2. One staff member jointly selected by the appointing officer and the Executive Committee of the Academic Senate**

- a. This staff member must have an appointment within academic affairs and in an area related to the administrator position**
- 3. Additional members may be added, when appropriate, by the Appointing Officer and the Executive Committee of the Academic Senate while maintaining the majority faculty membership. The appointment(s) shall be made to ensure representation of the entire university**

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Approved by the Academic Senate: March 27, 2025

Sent to the President:

President Approved: