

**POLICY ON THE COMPOSITION OF SEARCH COMMITTEES  
FOR DESIGNATED ADMINISTRATIVE POSITIONS**

**I. POLICY STATEMENT**

This policy provides guidelines on the composition of search committees for certain Designated Administrative Positions. These Designated Administrative Positions have been identified based on the positions' broad-based working relationships with faculty, students and staff, and the search committees should be representative of the various constituencies which have an interest in the outcome of the selection.

**II. DEFINITIONS**

- A. Designated Administrative Positions: Provost and Vice President for Academic Affairs, Vice Presidents (or equivalent), Executive or Deputy Directors, Associate Vice Presidents (or equivalent), and Deans (see Appendix A).
- B. EEO Designee: The role of the EEO designee is to provide an ongoing review of the search process to promote equal employment opportunity, and adherence to sound personnel practices.
- C. Interim Appointment: Interim appointments are made to fill a vacancy between the appointments of regular incumbents.

**III. SCOPE**

This policy applies to the composition of Designated Administrative Position search committees for all positions listed in Appendix A, except as noted in Section IV.

**IV. EXCEPTIONS**

- A. Administrative positions not identified on Appendix A.
- B. Administrative positions reporting to a Dean, such as Associate or Assistant college/school Deans, shall adhere to appropriate Faculty Affairs procedures and/or formally approved college/school Articles of Governance.
- C. Administrative appointments not specified elsewhere in this policy will follow appropriate Human Resources and/or Faculty Affairs policies and procedures.
- D. Administrative (MPP) coaching positions.
- E. Center and Institute Directors reporting to the Provost (excluding the Center for Faculty Excellence).

**V. PROCEDURES**

**A. APPOINTMENT AUTHORITY**

- 1. The President or designee is the appointing administrator for all administrative appointments.
- 2. The Hiring Manager is the administrator to whom the position will report.

**B. CRITERIA FOR APPOINTMENT**

- 1. A major responsibility of the university is to select and retain the most qualified administrators available to maintain the academic quality and integrity of the institution.

### C. RESPONSIBILITIES OF THE SEARCH COMMITTEE

1. The primary initiative for recruitment lies with the appointing administrator. The appointing administrator or designee shall convene the first session of the search committee, outline the characteristics and responsibilities of the position, identify the required and preferred qualifications of candidates, and establish a deadline for the search committee to forward recommendations. A close and ongoing consultative relationship between the search committee and the appropriate administrator shall be maintained.
2. A search committee shall be composed as described in Section VI of this policy.
3. The search committee chair shall be elected from the committee's membership except in cases where the hiring manager is a member of the search , in which case, the hiring manager is entitled to serve as chair unless they choose otherwise;
4. No member of a search committee may apply for or accept a nomination for the position under consideration without first resigning from the committee.
5. The chair of the search committee is responsible for
  - a. Ensuring that each member of the search committee has been advised of law, CSU policy, and university policy which bear upon the search and nomination process,
  - b. Ensuring that all policies and procedures regarding the search are adhered to by the members of the committee,
  - c. Ensuring that the search is conducted in full compliance with law and CSU policy,
  - d. Acting as a liaison between the search committee and the appointing administrator or designee,
  - e. Obtaining prior authorization from the appointing administrator before inviting candidates for on campus visits,
  - f. Arranging interviews and campus visits as appropriate,
  - g. Ensuring that campus visitations are handled properly and in a timely manner,
  - h. Developing a recruitment plan to be assessed by the campus EEO officer.
6. Each member of the search committee is responsible for compliance with law and all policies including, specifically, the requirement to maintain strict confidentiality.
7. The committee shall be governed by majority votes of the membership. However, it is preferable that the final recommendations should be the result of substantial, if not unanimous, agreement among the committee members.
8. A search committee normally serves until the completion of its charge. However, the appropriate administrator, after consultation with the search committee and the Executive Committee of the Academic Senate, may discharge the search committee at any time. When a search committee is discharged, the party who takes that action shall provide the reasons for that action in writing to the search committee, the Executive Committee of the Academic Senate and the administration.

#### **D. ROLE OF THE EEO DESIGNEE**

1. The focus of the EEO designee is to provide an ongoing review of the search process to promote equal employment opportunity, and adherence to sound personnel practices.
2. The responsibilities of an EEO designee are:
  - a. To participate in the recruitment process from its initial stages to completion while keeping the campus EEO officer informed as appropriate.
  - b. To ensure that the recruitment efforts attract a diverse pool of qualified candidates.
  - c. To assess the extent to which recruitment efforts have been successful in attracting a pool of qualified candidates.
  - d. To monitor the search process at the search committee level to assure that all candidates are given fair consideration based on the criteria stated in the official vacancy announcement.
  - e. To render a decision as to the need to address any problems related to the conduct of the search with the campus EEO officer and/or the director of human resources.

#### **E. VACANCY ANNOUNCEMENT**

1. Prior to posting the vacancy announcement, the hiring manager, will consult with the search committee to develop the vacancy announcement. The campus EEO officer must also approve the vacancy announcement.
2. Once a vacancy announcement has been posted, the criteria stated in the vacancy announcement cannot be altered. Should the hiring manager, after consultation with the search committee, wish to alter these criteria, the hiring manager will consult with University Human Resources for appropriate procedures.

#### **F. APPLICANT POOL**

1. The California State University, Fresno is committed to maintaining and implementing employment policies and procedures in compliance with applicable state and federal equal employment opportunity laws and regulations. Executive Order 883 prohibits discrimination and Executive Order 927 prohibits harassment, on the basis of a protected status: race, color, religion, national origin, ancestry, age, sex (including gender identity, per HR 2004-12), sexual orientation, marital status, pregnancy, mental disability, physical disability, medical condition and covered veteran status. Retaliation against individuals for complaining about these proscribed conduct, opposing such conduct, or participating in an investigation or proceeding involving such conduct is prohibited by both executive orders.
2. Further, the California State University, Fresno's statement of commitment to equal employment opportunity principles is also found in the various collective bargaining agreements.

**G. PRELIMINARY REVIEW OF THE APPLICATIONS**

University Human Resources will provide initial screening of applications in comparison to the vacancy announcement, and provide to the search committee a list of applicants that meet all minimum qualifications. All search committee members shall review all of the application materials for all qualified candidates. In searches that may utilize a third-party search firm, the search firm will provide to the search committee a list of qualified applicants. Search Committee members have the option of reviewing all applications.

If an external candidate is likely to ask for or receive retreat rights (with or without tenure) in a department, a meeting with the tenured faculty of the appropriate department with the candidate shall be scheduled during the campus visit. After meeting with the external candidate, the department shall provide written documentation of their recommendation to the hiring manager and the search committee.

**H. COMMITTEE RECOMMENDATION PROCESS**

1. The search committee shall make its recommendations to the appropriate administrator.
2. The appropriate administrator may consult with the search committee prior to making the final appointment.
3. The appropriate administrator shall review the recommendation(s) for merit and for procedural regularity and shall ensure that the hiring procedures were reviewed by the EEO coordinator or designee.
4. For academic administrative appointments that also include faculty appointments, the President or Provost shall consult with the dean of the college/school and chair of the department in which the faculty appointment may occur. Normally, such consultation will occur after the search committee makes its recommendations. University policies on faculty appointments including the Policy on Retention and Tenure and the Policy on Terminal Degrees shall be followed.
5. If no qualified and acceptable candidate is identified, the search may be canceled or extended by the appropriate administrator.

**I. OFFERS OF EMPLOYMENT**

1. Only the President or designee is authorized to make an offer of employment through written notification.

## VI. COMPOSITION OF SEARCH COMMITTEES

### A. THE BELOW CRITERIA APPLY TO SEARCH COMMITTEES FOR ALL DESIGNATED ADMINISTRATIVE POSITIONS COVERED BY THIS POLICY.

1. All faculty members serving on administrative search committees for Designated Administrative Positions shall be full-time tenured faculty. Faculty participants in the Faculty Early Retirement Program shall not be eligible for service.
2. The hiring manager may select an off-campus (community) representative, with interests appropriate to the position, to serve on the search committee as one of their appointees.
3. Faculty designated by the Academic Senate to serve on search committees shall be selected by the Executive Committee of the Academic Senate and chosen from names solicited by a call for service from the Academic Assembly.
4. Faculty designated by a college/school to serve on search committees shall be elected by the full-time tenured and tenure track faculty of the college/school, which includes professors at the rank of Assistant, Associate, and Full.
5. Should an academic college/school fail to select its representatives within thirty (30) calendar days after the call for representatives, the Executive Committee of the Academic Senate shall make the appointments to the committee.
6. MPP members designated by the hiring manager to serve on search committees shall be full-time employees.
7. Staff members who serve on search committees shall be full-time permanent employees (employees represented by collective bargaining units other than Unit 3 – Faculty) with a preference given to employees who work within the Divisional area of the Designated Administrative Position. A request to serve on the search committee will be sent to all eligible bargaining unit employees within the applicable Divisional area (or college/school). The eligible bargaining unit employee will be randomly selected from those who expressed an interest in serving on the search committee.
8. Students serving on search committees shall be full-time students in good standing, selected by Associated Students, Inc. In cases where the composition of the search committee calls for participation of a student with graduate status, the full-time requirement is waived.
9. Each search committee shall include, as a non-voting member, the EEO designee.
10. Each search committee composition defined below represents the minimum representation for Designated Administrative Positions. Additional appointments to search committees may be made with prior consultation with the Executive Committee of the Academic Senate.

B. PRESIDENT

The composition of the search committee for the position of President is governed by the regulations of the CSU Board of Trustees.

C. POSITIONS REPORTING TO THE PRESIDENT (selections will be made in accordance with Section VI.A above)

1. Provost and Vice President for Academic Affairs

- a. Up to four (4) persons selected by the President;
- b. A Dean nominated by the Council of Deans;
- c. The chair of the Academic Senate or designee;
- d. Four (4) full-time tenured faculty members holding the rank of Professor, including a Department Chair, excluding participants in the Faculty Early Retirement Program, selected by the Executive Committee of the Academic Senate;
- e. When possible, each college/school should have a representative on the search committee for Provost.
- f. One (1) full-time permanent staff member selected in accordance with Section VI.A.7. above; and
- g. One (1) full-time student selected by Associated Students, Inc.

2. Other Vice Presidents, Chief Information Officer, Chief Financial Officer

- a. Up to five (5) persons selected by the President, including a Dean nominated by the Council of Deans;
- b. Two (2) full-time tenured faculty members, excluding participants in the Faculty Early Retirement Program, selected by the Executive Committee of the Academic Senate;
- c. Two (2) full-time MPPs who report to the respective Vice President/CIO/CFO, selected by the President.
- d. One (1) full-time permanent staff member selected in accordance with Section VI.A.7. above; and
- e. One (1) full-time student selected by Associated Students, Inc.

3. Director of Athletics

- a. Up to four (4) persons selected by the President, who may include the Deputy Title IX Coordinator for Athletics and members of auxiliaries such as the Athletic Corporation and/or the Bulldog Foundation;
- b. Two (2) full-time coaches (one head coach representing men's sports and one head coach representing women's sports) shall be selected by the President. <sup>(1)</sup>
- c. Two (2) full-time tenured faculty members, selected by the Executive Committee of the Academic Senate;
- d. One (1) full-time student selected by Associated Students, Inc.

4. Other Directors, Assistants and Officers reporting Directly to the President
  - a. Up to four (4) persons selected by the President;
  - b. One (1) person selected by the Provost;
  - c. Two (2) full-time tenured faculty members selected by the Executive Committee of the Academic Senate; and
  - d. One (1) permanent staff member selected by the President.
  
- D. POSITIONS REPORTING TO THE PROVOST AND VICE PRESIDENT FOR ACADEMIC AFFAIRS (selections will be made in accordance with Section VI.A. above)
  1. College/School Dean
    - a. Up to four (4) persons selected by the Provost, at least one of whom shall be a Department Chair from within the college/school;
    - b. Three (3) full-time tenured faculty members of the college/school holding the rank of Professor, excluding participants in the Faculty Early Retirement Program, selected by the full-time faculty of the college/school in a manner determined by them in accordance with Section VI.A.4. above;
    - c. One (1) full-time permanent staff member selected in accordance with Section VI.A.7. above;
    - d. One (1) full-time student who is a declared major in the college/school selected by Associated Students, Inc.; and
    - e. Director of Development for the college/school conducting the search.
  
  2. Dean of Library Services
    - a. Up to four (4) persons selected by the Provost;
    - b. Three (3) full-time tenured library faculty members holding the rank of Librarian, excluding participants in the Faculty Early Retirement Program, selected by the full-time Library faculty in a manner determined by them in accordance with Section VI.A.4 above;
    - c. One (1) full-time permanent staff member randomly selected in accordance with Section VI.A.7. above and from staff in the library;
    - d. One (1) full-time student selected by Associated Students, Inc; and
    - e. Director of Development for Henry Madden Library.
  
  3. Dean of Research and Graduate Studies; Dean of Undergraduate Studies; Dean of Continuing and Global Education; Dean of Fresno State Visalia Campus.
    - a. Up to four (4) persons selected by the Provost;
    - b. Three (3) full-time tenured faculty members, excluding participants in the Faculty Early Retirement Program, selected by the Executive Committee of the Academic Senate;
    - c. One (1) full-time permanent staff member selected in accordance with Section VI.A.7. above; and
    - d. One (1) full-time student, selected by Associated Students, Inc. In the case of the Dean of Research and Graduate Studies, the student shall have graduate status;

3. Associate Vice Presidents (or Equivalent) and Other Designated Positions
  - a. Up to six (6) persons selected by the Provost;
  - b. Two (2) full-time tenured faculty members, excluding participants in the Faculty Early Retirement Program, selected by the Executive Committee of the Academic Senate; and
  - c. One (1) full-time permanent staff member selected in accordance with Section VI.A.7. above.

E. POSITIONS REPORTING TO A VICE PRESIDENT OUTSIDE OF ACADEMIC AFFAIRS (selections will be made in accordance with Section VI.A. above)

1. Executive or Deputy Directors, Assistant or Associate Vice Presidents (or Equivalent)
  - a. Up to six (6) persons selected by the appropriate Vice President;
  - b. Two (2) full-time tenured faculty members, excluding participants in the Faculty Early Retirement Program, selected by the Executive Committee of the Academic Senate; and
  - c. One (1) full-time permanent staff member selected in accordance with Section VI.A.7. above.

F. CHANGES INVOLVING DESIGNATED ADMINISTRATIVE POSITIONS

1. Temporary appointments to a Designated Administrative Position shall be designated as “interim” and shall be limited to no more than twelve (12) months. Prior to extending an appointment beyond 12 months, the President shall consult with the Executive Committee of the Academic Senate.
2. Prior to making any proposed title changes to a Designated Administrative Position that are the result of any organizational changes, the President or applicable administrator shall consult with the Executive Committee of the Academic Senate.

**VII. RELATED POLICIES AND REFERENCE DOCUMENTS**

- CSU Technical Letter, HR/Appointments 2013-03, Recruitment and Hiring Guidelines for MPP and Staff (Non-represented and Represented) Positions
- California Code of Regulations Title 5 Div 5 Section 42702, Staff Organization and Appointment of Employees
- UPM G-61, Delegation of Authority for Position Management and Employment Transactions
- California State University, Fresno Affirmative Action Plan
- Policy on Retention and Tenure (APM 325)
- Policy on Terminal Degrees (APM 304)
- Appendix A, List of Designated Administrative Positions covered by this Policy

**VIII. HISTORY/REVISION DATES**

Recommended by the Academic Senate May 1982	Approved by the President May 1982 5/93; 5/98; 12/98 February 19, 2003 March 23, 2012
April 16, 2018 November 27, 2018 March 16, 2021	January 18, 2019 March 16, 2021

**IX. NEXT EVALUATION DATE:** Five (5) years from approval date or Spring 2026