

## POLICY ON ADMINISTRATIVE APPOINTMENTS

This policy is intended to provide a guide to the appointment of administrators.<sup>1</sup> All appropriate federal and state laws and systemwide and university policies including the campus Policy on Nepotism, the campus Policy on Incompatible Activities and Conflicts of Interest and the Equal Educational and Employment Opportunity Plan apply to this process.

### I. APPOINTMENT AUTHORITY

The President or designee is the appointing officer for all administrative appointments. No other person is authorized to appoint administrators, nor to modify or revise the provisions of any appointment or offer of appointment. No other person is authorized to make statements, either oral or written, which may be construed to be commitments to employment or the terms of employment by the university.<sup>2</sup>

Individuals whose administrative appointments have been approved by the President or designee shall be responsible for the conduct of university business.

### II. 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.
2. The basic criterion for any administrative position is “ability” and “fitness” for the position to be filled.<sup>3</sup>
3. For purposes of this policy, “ability” requires that the candidate demonstrate that he/she possesses (a) the credentials and/or experience required for the position and (b) the skills necessary to perform the essential functions of a the position.
4. For purposes of this policy, “fitness” requires that the candidate demonstrate that he/she possesses the skills essential for being a productive, cooperative, and collegial member of the university community.

### III. RESPONSIBILITIES OF THE SEARCH COMMITTEE<sup>4</sup>

1. The primary initiative for recruitment lies with the appointing officer. The appointing officer 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.

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<sup>1</sup> For positions covered by this policy, please refer to Appendix A.

<sup>2</sup> See Section X. Offer of Employment.

<sup>3</sup> California Code of Regulations, Title 5 Section 42700 (a)

<sup>4</sup> If deemed appropriate by the appointing officer, the same search committee may be used for multiple positions.

2. A search committee shall be composed as described in Section XIII of this policy.
3. No member of a search committee may apply for or accept a nomination for the position under consideration without first resigning from the committee.
4. The search committee shall elect a chair from its membership.
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 university policy,
  - d) Acting as a liaison between the search committee and the appointing officer or designee,
  - e) Ensuring that all materials related to the application process are appropriately managed within the E-Recruit software system,
  - f) Ensuring that contacts/correspondence with candidates are appropriately managed within the E-Recruit software system,
  - g) Obtaining prior authorization from the appointing officer before inviting candidates for on campus visits,
  - h) Arranging schedules for telephone or teleconference interviews and campus visits as appropriate,
  - i) Ensuring that campus visitations are handled properly and in a timely manner,
  - j) Developing a recruitment plan to be assessed by the campus EEO officer.
  - k) Performing other duties as necessary to complete a timely and successful search.
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 **/OR** the Personnel Committee of the Academic Senate, may discharge the search committee at any time.

**IV. 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.<sup>5</sup>

**V. VACANCY ANNOUNCEMENT**

1. The appropriate administrator, in consultation with the search committee, will develop the vacancy announcement. The campus EEO officer must also approve the vacancy announcement.
2. Each vacancy announcement shall include:
  - a) A clearly defined criteria for the position, specifying both required and preferred criteria including minimum academic qualifications,
  - b) The estimated date by which the completed application shall be submitted for fullest consideration,<sup>6</sup>
  - c) Name, mailing address, and email address and title of the committee chair,
  - d) Internet address for the university/college/school,
  - e) Indication that all application materials must be submitted electronically via e-Recruit, and instructions on how to do so.
3. The criteria listed on the vacancy announcement shall be bona fide occupational qualifications for the position.

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<sup>5</sup> It is not a violation of the confidentiality of the process to report any problems related to the conduct of the search to designated university officials such as the appropriate administrator, the campus EEO officer or the director of human resources.

<sup>6</sup> To allow for late applications, vacancy announcements shall not have a deadline after which applications will not be accepted.

4. Once a vacancy announcement has been prepared and finalized by the appropriate administrator, the criteria stated in the vacancy announcement cannot be altered. Should the appropriate administrator, after consultation with the search committee, wish to alter the criteria, the appropriate administrator shall cancel the search and initiate a new search.

## VI. CREATING THE CANDIDATE APPLICANT POOL

1. California State University, Fresno is strongly committed to the principles of diversity, equal employment opportunity and nondiscrimination for all. It is the policy of the university to provide programs, services and benefits including employment without regard to race, religion, color, gender, marital status, pregnancy, national origin, age (over 40), mental or physical disability, sexual orientation, special disabled veteran's status, Vietnam era or other covered veteran status. The university does not tolerate discrimination in any form.<sup>7</sup>
2. It is the policy of California State University, Fresno to make every effort to maximize the size, and strength, of the applicant pool for administrative positions. All applicants shall be given fair consideration based on the announced criteria.<sup>8</sup>
3. Human Resources and/or Faculty Affairs will post the official vacancy announcement as appropriate, e.g. on nationally recognized job lines on the internet, Human Resources and/or Faculty Affairs' web pages, and/or campus posting vehicles.
4. A college/school will post all vacancy announcements for its administrative positions on its web page.
5. The appropriate administrator will place the vacancy announcement in professional journals and diversity publications appropriate to the position and distribute copies of the announcement as deemed appropriate.
6. The appropriate administrator and the search committee are encouraged to solicit applications and nominations from the faculty as well as other professional sources, and propose ways to expand the search.
7. The appropriate administrator may use a professional search firm or other means to recruit, enlarge, or refine a pool of qualified candidates.

## VII. PRELIMINARY REVIEW OF THE APPLICATIONS

1. Applications for all positions are to be treated with the strictest confidentiality. All deliberations on applications shall be conducted in executive session and remain confidential as provided by law. **Violations of this confidentiality are considered to be unprofessional conduct and grounds for disciplinary action.**<sup>9</sup>

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<sup>7</sup> See Campus EEO Plan Section I

<sup>8</sup> See EEO Plan Section VII.

<sup>9</sup> It is not a violation of the confidentiality of the process to report any problems related to the conduct of the search to designated university officials such as the appropriate administrator, the campus EEO officer or the director of human resources.

2. All applicants shall be given fair consideration based on the announced criteria.<sup>10</sup> The Office of Human Resources will provide initial screening of applications in comparison to the vacancy announcement, and provide to the search committee a list of qualified applicants. All search committee members shall review all of the application materials of all qualified candidates for the position.
3. Each application for the position shall be promptly acknowledged via E-Recruit.

#### **VIII. SCREENING THE APPLICANTS**

1. Any candidate not having the minimum qualifications as stated in the vacancy announcement is disqualified from further consideration.
2. After the preliminary review of candidates, a more detailed evaluation of qualified applicants shall take place.<sup>11</sup>
3. After the initial screening, for candidates who are to receive further consideration, the search committee shall contact a minimum of three (3) references from responsible persons who have current working knowledge of the candidate's ability and fitness for the position to be filled. The search committee may request letters of reference directly from the applicant's referees.
4. If letters of reference are requested, a minimum of three (3) current references specifically addressing the position qualifications with original signatures are required for a nomination to go forward. Letters shall contain original signatures. Fax copies may be used only for screening purposes. Letters of reference provided directly by the candidate are not acceptable.
5. The appropriate (i.e., hiring) administrator shall make additional reference checks. Reference checks shall include contacts with appropriate individuals at the candidate's current or most recent place of employment/professional experience, including individuals not on the list of references provided by the candidate.
6. All previous places of employment where the candidates held academic and/or administrative responsibilities should be contacted prior to the candidate being invited to campus. The current employer may not be contacted until the candidate gives consent. While a candidate may be brought to campus prior to checking with the current employer, no offer of employment shall be extended until the candidate gives consent to contact the current or most recent employer and the current or most recent employer has been contacted.
7. A list of nondiscriminatory core questions shall be prepared and approved by the committee for use during reference checks. Minimally, each referee shall be asked these questions.
8. Telephone conference or teleconference interviews of at least the top candidates are encouraged prior to selecting applicants to bring to campus.

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<sup>10</sup> See EEO Plan Section VII.

<sup>11</sup> Normally, initial screening of the candidates will be by screening the curriculum vitae / resume of applicants.

9. A list of nondiscriminatory core questions shall be prepared and approved by the committee for use for telephone conference or teleconference interviews. Each candidate shall be asked these questions.
10. The appropriate administrator shall be notified if, as a result of reference checks or telephone interviews, there is significant information which may have a bearing on a candidate's potential employment.
11. Reference checks on finalists should be thorough. For appointments at the level of Dean or above, the appointing officer should include a visit to the finalist's home campus unless a professional search firm is used or if another suitable step is taken to assure that the candidate's previous performance has been reviewed carefully.
12. Academic credentials and other professional certifications and licensing shall be verified for all finalists prior to the final offer of employment.<sup>12</sup>

## **IX. ON CAMPUS VISITATIONS**

1. Invitations for campus visits will be extended only after approval by the appointing officer.
2. The search committee shall normally recommend the top three (3) candidates for campus visits. Requests for an additional candidate(s) to visit may be made to the appointing officer.
3. The name of a candidate(s) shall not be released to the campus community unless the candidate is brought to campus for an interview. At the time the invitation is extended, each candidate should be given an opportunity to withdraw from the search.<sup>13</sup>
4. An itinerary and informational packet<sup>14</sup> will be prepared for each candidate prior to the campus interview. The itinerary should be transmitted to the candidate as quickly as possible.
5. If an external candidate<sup>15</sup> 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.<sup>16</sup> After meeting with the external candidate, the department shall provide written documentation of their recommendation to the appropriate administrator and search committee. The appropriate administrator will take the recommendation into consideration when making an appointment. However, the appropriate administrator retains the right to appoint the best-qualified candidate.
6. A list of nondiscriminatory core questions shall be prepared and approved by the committee for use during the on campus interviews. Minimally, each candidate shall be asked these questions.
7. Reimbursement to candidates from State funds is limited to receipted expenses.

<sup>12</sup> Any false statement or omission may be cause for rejection of an application or for discharge after employment (Ed. Code 89535).

<sup>13</sup> Applicants should be reminded that the names of candidates brought to campus will be public information and that the university will not accept responsibility if the current employer has not been made aware of their candidacy.

<sup>14</sup> See Appendix B.

<sup>15</sup> If appointed to a MPP position, individuals already holding a tenured faculty appointment in a department or an academic unit shall retain their retreat rights to the tenured faculty position.

<sup>16</sup> See Policy on Retention and Tenure (APM 325) concerning retreat rights and tenure in a position.

**X. NOMINATING PROCEDURES**

1. The search committee shall make its recommendations to the appropriate administrator. Unless authorized by the appropriate administrator to do otherwise, the committee shall recommend three (3) or more candidates who are qualified and acceptable to the committee.
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.
6. A search committee normally serves until the completion of its charge. However, the appropriate administrator may discharge the search committee at any time.

**XI. OFFERS OF EMPLOYMENT**

1. Only the President or designee is authorized to make an offer of employment through written notification.
2. The terms of the offer of employment shall be consistent with the vacancy announcement.
3. No person shall be deemed appointed in absence of an official written notification from the President or designee.
4. The acceptance of a position is the candidate's written affirmative and unconditional response to the offer of employment no later than the date stated in the offer of employment.
5. When the position is filled, the remaining unsuccessful candidates will be notified by the appointing officer or designee.

**XII. CLOSING THE SEARCH**

1. At the conclusion of a search, all search records, including the notes of search committee members, shall be collected, organized, and boxed by the committee chair. The committee chair shall transfer the search records to the appropriate administrator for retention for five (5) years.  
All records, deliberations, and consultations shall remain confidential.

### **XIII. COMPOSITION OF SEARCH COMMITTEES**

#### **A. GENERAL REGULATIONS**

1. All faculty members on administrative search committees involving Academic Affairs <sup>17</sup> shall be full time tenured faculty holding the rank of Professor or equivalent. Faculty participants in the Faculty Early Retirement Program shall not be eligible for service.
2. All faculty members on administrative search committees outside of Academic Affairs shall be full-time tenured faculty. Faculty participants in the Faculty Early Retirement Program shall not be eligible for service.
3. Each search committee shall include, as a non-voting member, the EEO Coordinator or designee.
4. One representative of off-campus interests, appropriate to the position being filled, may be appointed to an open position on a search committee.
5. Faculty designated by the Academic Senate to serve on search committees shall be selected as follows: the Nominating Committee of the Academic Senate, after consultation with the Executive Committee, shall recommend an appropriate number of nominees (minimum of two for each vacancy). The list of nominees, including a provision for write-in candidates, shall then be forwarded to the Academic Senate via mailed ballot.
6. 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.
7. Should the Academic Senate or a college / school fail to select its representatives thirty (30) days after the call for representatives, the Executive Committee of the Academic Senate shall make the appointments to the committee.
8. Staff members who serve on search committees shall be full-time permanent employees who are members of the Staff Assembly. (For purposes of this policy, the Staff Assembly consists of all full-time employees represented by collective bargaining units other than Unit 3 - Faculty). Current Staff Assembly procedures identify nominees for such committees via random selection.<sup>18</sup>
9. Students serving on search committees shall be full-time students in good standing with junior, senior, or graduate status. Written Student Senate procedures shall ensure a nomination and election process open to all eligible students.

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<sup>17</sup> Academic Affairs includes the position of Provost and Vice President for Academic Affairs and all the administrative positions that report to it.

<sup>18</sup> Calls for representatives shall normally occur during the academic year when faculty members are available for consultation.

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

1. Provost and Vice President for Academic Affairs

- a. Up to five persons selected by the president, including a dean nominated by the Council of Deans;
- b. Four tenured faculty members holding the rank of Professor or equivalent excluding participants in the Faculty Early Retirement Program, including a department chair, selected by the Academic Senate;
- c. One permanent staff member randomly selected from the members of the Staff Assembly;
- d. One student.

2. Other Vice Presidents

- a. Up to five persons selected by the President, including a dean nominated by the council of deans;
- b. Two full-time tenured faculty members selected by the Academic Senate excluding participants in the Faculty Early Retirement Program;
- c. Two full-time MPPs who report to the respective vice president shall be randomly selected.
- d. The permanent staff in the area reporting to the vice president randomly selected from within the area.
- e. One student selected by the Associated Students.

3. Director of Athletics

- a. Up to four persons selected by the President;
- b. One academic administrator selected by the President;
- c. Two full-time tenured faculty members selected by the Academic Senate excluding participants in the Faculty Early Retirement Program;
- d. The chair of the Department of Kinesiology
- e. Two full-time coaches (one head coach representing men's sports and one head coach representing women's sports) shall be randomly selected.<sup>19</sup>
- f. One permanent staff member randomly selected from within athletics.<sup>20</sup>
- g. One MPP from athletics, excluding MPP coaches, randomly selected

<sup>19</sup> The coach selected may be a state coach, an Athletic Corporation coach, and/or a MPP.

<sup>20</sup> The individual selected may be a state employee, or an employee of the Athletic Corporation.

- h. One student selected by the associated students.
4. Other Directors, Assistants and Officers reporting Directly to the President with Line Responsibilities
    - a. Up to Four persons selected by the President;
    - b. One person selected by the Provost;
    - c. Two full-time tenured faculty members selected by the Academic Senate excluding participants in the Faculty Early Retirement Program;
    - d. One permanent staff member randomly selected from the members of the Staff Assembly.
  5. Administrative positions without line responsibilities reporting directly to the President

See Appointments to Administrative Positions without Line Responsibilities below.

*D. POSITIONS REPORTING TO THE PROVOST*

1. College / School Dean
  - a. Up to four persons selected by the Provost, at least one of whom shall be a department chair from within the college/school;
  - b. Three 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;
  - c. One student who is a declared major in the college/school selected by the associated students;
  - d. One permanent staff member randomly selected from within the college/school.
2. Dean of Library Services
  - a. Up to four persons selected by the Provost;
  - b. Three 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;
  - c. One permanent staff member randomly selected from staff in the library.
  - d. One student selected by the associated students.

3. Dean of Graduate Studies; Dean of Extended Education
  - a. Up to four persons selected by the Provost;
  - b. Three full-time tenured faculty members holding the rank of professor excluding participants in the Faculty Early Retirement Program selected by the Academic Senate;
  - c. One student, provided that in the case of the dean of graduate studies, the student shall have graduate status selected by the associated students;
  - d. One permanent staff member randomly selected from the Division of Academic Affairs.
  
- E. DIRECTORS, ASSISTANTS, AND OFFICERS WITH LINE RESPONSIBILITIES REPORTING DIRECTLY TO THE PROVOST
  - a. Up to six persons selected by the Provost;
  - b. Two full-time tenured faculty members holding the rank of Professor or equivalent excluding participants in the Faculty Early Retirement Program selected by the Academic Senate;
  - c. One permanent staff member randomly selected from the Division of Academic Affairs.
  
- F. DIRECTORS, ASSISTANTS, AND OFFICERS WITH LINE RESPONSIBILITIES REPORTING DIRECTLY TO A VICE PRESIDENT OUTSIDE OF ACADEMIC AFFAIRS
  - a. Up to six persons selected by the appropriate vice president;
  - b. Two full-time tenured faculty members excluding participants in the Faculty Early Retirement Program selected by the Academic Senate;
  - c. One permanent staff member randomly selected from the area reporting to the appropriate vice president.

G. APPOINTMENTS TO ADMINISTRATIVE POSITIONS WITHOUT LINE RESPONSIBILITIES REPORTING TO THE PRESIDENT, PROVOST OR A VICE PRESIDENT

Appointments to administrative positions without line responsibilities not specified elsewhere in this policy shall be made at the discretion of the person to whom they report. Although no specific search committee is herein identified for such appointments, appropriate consultation is nevertheless required. After consultation with the appropriate committee of the Academic Senate and the EEO Coordinator, a search of at least campus-wide in scope and for a minimum of two weeks in length shall be initiated. The vacancy announcement shall be widely publicized and shall include a description of the duties of the position as well as required/preferred qualifications.

For the positions of Associate or Assistant college / school Dean or other administrative positions reporting to the dean, the appropriate consultative body shall be the EEO Coordinator, and the appropriate consultative body specified in the approved Articles of Governance of the college / school. In the absence of formally approved college / school Articles of Governance, the consultative body shall be the EEO Coordinator and the department chairs of the college/ school. (The dean shall select a tenured faculty member from the department other than the chair if the chair is a candidate for the position.)

H. INTERIM OR ACTING ADMINISTRATIVE APPOINTMENTS

Temporary appointments to administrative positions shall be designated as "interim"<sup>21</sup> or "acting"<sup>22</sup> and, normally shall be limited to no more than twelve months in length. Prior to extending an appointment beyond 12 months, the President shall consult with the Executive Committee of the Academic Senate.

After consultation with the Executive Committee of the Academic Senate and the EEO Coordinator, the President shall decide whether to initiate a search or to make an appointment without a search. If there is a search, the vacancy will be announced at least campus-wide for a minimum of two weeks. The vacancy announcement shall include a description of the duties of the position and the required/preferred qualifications. All applicants shall be given equal employment opportunity fair consideration based on the announced criteria.<sup>23</sup>

Prior to appointment, consultation shall occur at least with the faculty members of the affected unit or with a representative subset thereof and/or with the appropriate committee of the Academic Senate as well as the EEO Officer.

I. CHANGES IN EXISTING APPOINTMENTS

<sup>21</sup> "Interim" appointments are made to fill a vacancy between the appointments of regular incumbents.

<sup>22</sup> "Acting" appointments are made to fill a vacancy during the absence of the incumbent due to an approved leave.

<sup>23</sup> See EEO Plan Section VII.

1. When, as a result of organizational changes, the position responsibilities of an administrator are altered significantly, the President may change the title of the individual to correspond with the appropriate level of responsibility. Such title changes shall not be construed as a “new position” requiring a search. However, the President shall consult with the Executive Committee of the Academic Senate prior to making such title changes.
2. When, as a result of organizational changes, the position responsibilities of two or more administrators are consolidated into a single position, the President may appoint one of these administrators to fill the consolidated position with an appropriate title that corresponds with the new level of responsibility. Such a reorganized position shall not be construed as a “new position” requiring a search. However, the President shall consult with the Executive Committee of the Academic Senate prior to making such title changes.

References: CBA Article 13  
 Policy on Incompatible Activities and Conflicts of Interest  
 Policy on Nepotism  
 Policy on Retention and Tenure  
 Policy on Terminal Degrees  
 Nondiscrimination and Affirmative Action Plan

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Approved by the President	November 19, 2012

## APPENDIX A

LIST OF ADMINISTRATIVE POSITIONS  
COVERED BY THIS POLICY

The following is a list of the positions covered by this policy. This list also designates the search committee described in Section XII to be used for each position.

Provost and Vice President for Academic Affairs	C 1
Vice President for Administration	C 2
Vice President for Student Affairs and Dean of Students	C 2
Vice President for University Advancement	C 2
Director of Athletics	C 3
Internal Auditor	G
Executive Assistant to the President	G
Director of Human Resources	F
University Controller	F
Director of Facilities Management	F
Director of Public Safety	F
Director of Environmental Health and Safety	F
University Budget Officer	G
Director of Information Technology Services	F
Director of Campus Information Systems	F
Executive Director, Auxiliary Organization	F
Associate Vice President, Associate Dean, and Director of University Health and Psychological Services	F
Assistant Vice President for Enrollment Services	F
Executive Director, Student Life and Transition Services & Director, Career Development / Employment Services	F
Executive Director, Academic Enhancement Services & Director, Educational Opportunity Program / Retention Support Services	F
Executive Director, Federal Programs & Judicial Affairs Officer	G
College / School Deans	D 1
Dean of Library Services	D 2
Dean of Graduate Studies	D 3
Dean of Extended Education	D 3
Director, Academic Technology Center	E
Associate Provost	E
Associate Provost for Academic Resources	E
Associate Vice President for Faculty Affairs	G
Associate Vice President for Grants and Research	G
Director of International Programs	G
Associate Vice President for University Advancement	F
Assistant Vice President for University Relations	F

## APPENDIX B

### INFORMATION PACKET FOR CAMPUS VISIT OF PROSPECTIVE CANDIDATE

This list is provided as a guide to search committees in the preparation for campus visits of candidates for administrative positions. Information packets containing the items listed below should be assembled in an attractive package and, whenever possible, made available to the candidate prior to arriving for an interview or made ready for pickup by the candidate when the candidate arrives at the hotel/motel.

#### Search Committee Items:

1. Itinerary for Candidate (a must for a positive interview)
2. The university business card of Search Committee Chair with campus email address and cell phone number

#### Campus Items:

1. Fresno State Magazine ([www.csufresno.edu/President/pride/magazine.shtml](http://www.csufresno.edu/President/pride/magazine.shtml))
2. Information about admissions ([www.gotofresnostate.com](http://www.gotofresnostate.com))
3. A copy of the brochure on the campus as an arboretum (from University Communications or [www.csufresno.edu/arboretum/](http://www.csufresno.edu/arboretum/))
4. Strategic Plan for Excellence: 2006-2011 ([www.csufresno.edu/President/mission\\_vision/strategicplan.shtml](http://www.csufresno.edu/President/mission_vision/strategicplan.shtml))
5. Academic Plan ([www.csufresno.edu/irap/planning/academic\\_plan/index.shtml](http://www.csufresno.edu/irap/planning/academic_plan/index.shtml))
6. A recent copy of Collegian (or link to Collegian Online at <http://collegian.csufresno.edu/>)
7. Medical, Vision and Benefit Information (Benefits Office or <http://www.csufresno.edu/humres/Benefits/>)
8. University Catalog (free copies available from Catalog Office; or [www.csufresno.edu/catoffice](http://www.csufresno.edu/catoffice))
9. Information about the Henry Madden Library ([www.csufresno.edu/library/](http://www.csufresno.edu/library/))
10. Student Data Book ([www.csufresno.edu/irap/data/index.shtml](http://www.csufresno.edu/irap/data/index.shtml))

#### Off-Campus Information:

1. Information on campus relocation service providers (from Faculty Affairs)
2. The most current issue of the SUNDAY Fresno Bee.
3. Area housing and rental guides (available in stores)
4. A map of the Fresno/Clovis Metropolitan Area
5. Information on child care providers (from local realtors or Faculty Affairs)

#### If requested:

1. Fresno Unified School District boundaries (from FUSD [[www.fresno.k12.ca.us](http://www.fresno.k12.ca.us)] or the Map Library)
2. Clovis Unified School District boundaries (from CUSD [<http://www.cusd.com/>] or the Map Library).
3. Information about private schools (from local realtors)

Much of this information is available through links on the following websites

[www.csufresno.edu/aps/faculty/community/index.shtml](http://www.csufresno.edu/aps/faculty/community/index.shtml)  
<http://jobs.fresnostate.edu/valley/index.shtml>