Preamble:

The policy described herein represents an equitable joint effort among faculty, students, staff and administration to recruit and appoint the best qualified and most appropriate person to fill a position of an Academic Affairs Central Administrator.

1. Recruitment Committee Composition:

The Academic Affairs Central Administrator's Recruitment Committee shall be constituted as follows:

1.1 A Chairperson appointed by the Vice President for Academic Affairs. This person shall be either a tenured faculty member or an academic administrator who holds tenure within the University.

1.2 Five (5) tenure-track faculty members elected, one (1) from each College. Elections for these positions must be completed within the three (3) week period immediately following the request that a committee be formed.

In the event these elections are not completed as described above, the Executive Committee of the Faculty Senate shall appoint appropriate members.

1.3 In the case of recruitment for a University Librarian, one (1) additional faculty member who shall be a librarian shall be elected.

This person shall be elected by and from among the librarians. In the event this election is not completed as described in paragraph two of 1.2 above, the chairperson of this committee shall appoint an appropriate member.

1.4 One (1) currently registered full-time graduate or undergraduate student shall be appointed by the Associated Students and within the time as stated in paragraph two of 1.2 above.

1.5 One (1) non-academic staff member who holds permanent status within the University and whose position is directly related to the position is directly related to the position being filled shall be appointed by the Vice President for Academic Affairs.

1.6 The Vice President for Academic Affairs may appoint to the committee additional faculty members, students, staff members, administrators or others so as to reflect such concerns as, but not limited to, community interest, affirmative action or specific area expertise.

If additional members are appointed to the committee the final composition shall normally consist of a majority of faculty members.

2. Recruitment Procedures:
2.1 Announcements of position openings shall be made by the Vice President for Academic Affairs in consultation with the Affirmative Action Officer. Other consultation may occur if so desired. In all cases the announcements shall appear in specialized publications which pertain to the position being filled. Other forms such as direct mailings and "flyers" may also be used.

2.2 Wording of these announcements shall be such that they specify the job description, qualifications necessary for appointment and any academic requirements. All job descriptions must comply fully with legal requirements for affirmative action and equal opportunity employment. A deadline date for completed applications must also be included.

2.3 Candidates' letters of applications and accrued files shall be maintained and kept in the Office of the Vice President for Academic Affairs. All files shall remain confidential.

3. Recruitment Committee Procedures:

3.1 The Academic Affairs Central Administrator's Recruitment Committee shall review all applicants' files. Procedures for doing so shall be established by the committee. Criteria and standards for the review process shall be established by the committee in consultation with the Vice President for Academic Affairs.

3.2 In consultation with the Vice President for Academic Affairs, the committee shall select a finalist list of candidates for on-campus interviews (refer to items 5 below.)

3.3 Where necessary approval is required, the recruiting committees of the appropriate departments shall be consulted before completed arrangements for these on-campus interviews are made.

3.4 The committee shall take an active part in these on-campus interviews of all finalists.

3.5 After the completion of all on-campus interviews of all finalists, the committee shall prepare recommendations on these finalists and submit them without any preferential order to the Vice President for Academic Affairs.

3.6 The Vice President for Academic Affairs shall present the names of these finalists along with the committee's recommendations and with additional recommendations if appropriate, to the President of the University.

4. Appointment:

Academic Affairs Central Administrators (Associate Vice Presidents for Personnel, Resources, and Programs; Director of Instructional Research, Director of Audio Visual, Deans and Associate Deans, University Librarian, Computer Center Director and the Dean of Extended Education) are appointed by and serve at the pleasure of the President of the University. Appointments shall be made from a list of candidates for the appropriate office provided by the respective recruiting committee in consultation with the Vice President for Academic Affairs.

5. Conditions of Appointment:

5.1 Associate Vice Presidents for Academic Personnel and Academic Programs; Deans and Associate Deans; and the Dean of Extended Education shall qualify for appointment in an academic department, shall receive approval of the approval of the appropriate departmental recruiting committee, and following established review procedures may be granted tenure.

5.2 The Associate Vice President for Academic Resources; Director of Institutional
Research, Director of AudioVisual, University Librarian and the Computer Center Director may qualify for appointments in academic departments. In these cases, the candidates shall receive approval of the appropriate departmental recruiting committee and, following established review procedures, may be granted tenure.

6. **Interim Appointment:**

If circumstances require the appointment of an interim or acting Academic Affairs Central Administrator, the Vice President for Academic Affairs shall consult appropriate faculty, staff and administrators before making a recommendation to the President of the University.