

3-1-1982

## Faculty Consultation in Administrative Appointments

The College at Brockport, College Senate

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Routing #11 81-82 3 Resolution #9  
1981-1982

Faculty Consultation in  
Administrative Appointments  
3/1/82

TO: President John E. Van de Wetering  
FROM: The Faculty Senate Meeting on 3/1/82  
(Date)  
RE: X I. Formal Resolution (Act of Determination)  
II. Recommendation (Urging the fitness of)  
III. Other (Notice, Request, Report, etc.)  
SUBJECT: Faculty Consultation in Administrative Appointments

(See attached)

Signed Ginny L. Studer Date Sent 3/15/82  
(For the Senate)  
Ginny L. Studer, President, Faculty Senate...

TO: The Faculty Senate  
FROM: President John E. Van de Wetering  
RE: I. Decision and Action Taken on Formal Resolution  
a. Accepted. Effective Date 4/9/81 - until revised again,  
Fall of 82  
b. Deferred for discussion with the Faculty Senate on \_\_\_\_\_  
c. Unacceptable for the reasons contained in the attached explanation  
II., III. a. Received and acknowledged  
b. Comment:

DISTRIBUTION: Vice Presidents: Douglas, Smith, Wier, Kelly  
Others:  
Distribution Date: \_\_\_\_\_ Signed: [Signature]  
(President of the College)  
Date Received by the Senate: \_\_\_\_\_

STATE UNIVERSITY OF NEW YORK  
College at Brockport

Faculty Senate Meeting: 3/1/82

SUBJECT: Faculty Consultation in Administrative Appointments

(Revision of a previously revised version dated January 16, 1974, and effective February 1, 1974; as amended by the Faculty Senate Executive Committee on January 20, 1975, approved by President Brown on February 20, 1975 and as presented in the Handbook for Faculty Involvement in Administrative Appointments, May 1, 1975.)

The purpose of the Resolution is to provide for faculty involvement of a consultative nature insofar as certain administrative appointments are concerned. Specifically the Faculty Senate Committee on Appointments, Promotions, and Tenure or its designee will represent the faculty in the appointment of Provost, Vice Presidents, Assistant Vice Presidents, Deans, Department and Program Chairpersons. (In the case of directors, coordinators, and other College administrative personnel of a similar nature, the Faculty Senate APT Committee shall be consulted at the time of vacancy to determine if the Committee deems faculty consultation is necessary in such searches and appointments.)

I. Announcement of the Search for an Administrative Position

Whenever the President of the College or designee becomes aware of a need to fill an administrative position, he/she shall so inform the President of the Faculty Senate and the Chairperson of the Senate Appointments, Promotion and Tenure Committee. The Chairperson shall arrange to meet with the appointive authority at the earliest possible date to discuss the new or vacant administrative position regarding the level of the administrative position, the appointment of the Faculty Observer/Consultant and other relevant matters.

The existence of an administrative vacancy and the subsequent filling of that vacancy shall be announced to the Faculty Senate in regular meetings by the President of the Senate or designee.

II. Selection of Faculty Observers/Consultants

A. The Senate APT Committee shall select from its membership, or the College faculty at large, a representative or representatives to serve on search committees for administrative appointments. When a position characterized as "College-wide" - e.g., Vice President or Director - becomes vacant\* or is created, the Committee shall select two (2) Faculty Observer/Consultants (O/C) to serve on the search

\* "Vacancy" is defined as "when an incumbent covered by terms of the Resolution does not occupy the position and a temporary or permanent appointment is to be made."

committee; in all other cases only one (1) faculty member shall be appointed to serve as an O/C.

- B. The O/C shall serve as a voting member only on search committees for College-wide administrative positions. Such a role is to commence at the inception of the committee.\*\* In all other search committees, the primary function of the O/C is to be certain that the provisions and purposes of the appropriate Senate Resolution are carried out.

### III. Functions of Faculty Observers/Consultants

- A. The O/C should be concerned with procedural rather than substantive matters, (except for those who serve on College-wide search committees). That is, the O/C is to focus more on how the search committee performs its task rather than upon getting involved in discussion on qualifications of candidates, evaluation of candidates' credentials, etc. Examples of procedural matters with which the O/C will be concerned are the development of the vacancy notice, the selection of the members of the search committee according to the Resolution's provisions, adequacy of notice of meetings, proper voting procedures, etc.

The O/C shall be available to assist the search committee chairperson in reviewing Office of Faculty and Staff Relations policies and procedures and in completing a check list of Affirmative Action guidelines.

The O/C has no authority to invalidate any action of the search committee; he/she can only recommend and advise. If the O/C believes the search committee or any member has or is acting in a non-crimefeasance manner, this should be noted - verbally and in writing - to the search committee and the Senate APT Committee. The Senate APT Committee will then decide on what course of action will be taken.

- B. The O/C must be present at all meetings of the Search Committee. If an emergency precludes the duly appointed O/C's attendance, the Chairperson of the Senate APT Committee may designate a temporary replacement at a particular meeting of the Search Committee.
- C. An O/C cannot serve on any search committee whose task is to recommend a Chairperson of the O/C's department or the Dean of the School/Division of which the O/C is a member. If the O/C has any personal knowledge of any candidate being considered by a search committee, he/she must disclose this fact to the search committee. The search committee will then decide whether a new O/C should be appointed to the committee.

\*\* They are voting members because they are representatives of the faculty as well as observers/consultants.

Further, if, for any reason, the Faculty O/C believes that he/she cannot continue to serve, or if the search committee deems it necessary or advisable, the Chairperson of the Senate APT Committee can be requested to appoint a successor to the faculty O/C. There must be no suggestion of bias or prejudicial action on the part of the O/C or any member of the search committee.

#### IV. Structure of the Search

##### A. Selection of members for the search committee

In the case of College-wide administrative positions, the Faculty Senate APT Committee shall select two (2) of its members or designees to serve as consultants to the President of the College or designee regarding the selection of members of the search committee. (Note additional role of O/C's II. B.)

In the case of a School/Division-wide administrative position, the President of the College or designee shall consult with the Faculty Senate APT Committee or its representatives regarding the selection of members of the search committee. One representative from each administrative unit within the School/Division having its own separate faculty shall be identified with proper care taken to ensure distribution of members to meet affirmative action concerns and adequate representation of ranks and positions. At least one (1) student representative shall be on the search committee, selected through a process identified by the search committee. The Faculty Senate APT Committee shall also appoint an O/C to serve on the search committee.

In the case of the position of department or program chairperson, selection of the members of the search committee shall be done in accordance with the departmental policy. At least one (1) member of the search committee shall be a student representative. In addition, the Senate APT Committee shall appoint an O/C.

##### B. Description of vacant position

Whenever action is taken to establish or revise the qualifications and/or job description for a new or vacant College-wide or School/Division-level administrative position, the O/C's shall participate in such actions.

Qualifications and/or job description for the position of department or program chairperson shall be established by the respective departments, in consultation with the appropriate Dean, Provost, and/or Vice Presidents of the College.

##### C. Search procedures

The Offices of Faculty and Staff Relations and Affirmative Action

have developed guidelines and criteria that are to be followed in all searches. The search committee shall work very closely with these two offices to ensure that all College procedures and policies are complied with.

The O/C shall be cognizant of the fact that the search procedure may vary in accordance with the type of search and unique requirements. In keeping with acceptable standards, the operating ground rules and procedures for the search shall be established before initiating the review of any candidate.

Examples of such procedures are:

1. Provide ample notice of meeting times to all members of the committee.
2. Record all candidate applications and action taken.
3. Keep screening and interview procedures consistent for all candidates.
4. Adhere to Affirmative Action Guidelines.
5. Candidates for vacant positions may not serve on the search committee and must resign when they become an active candidate.
6. In Chairperson searches, provide vacancy information to faculty who are absent from campus for official reasons, since absence from campus (e.g., leave of absence, sabbatical leave, etc.) does not disenfranchise faculty members for purposes of consultation and voting.

After conducting a search to secure candidates and receive credentials, the search committee shall assist in the process of identifying acceptable candidates. In cases of departmental or program chairpersons, the search committee shall present the names of acceptable candidates to the department for its approval. A report identifying the strengths and weaknesses of each of the acceptable candidates for all administrative positions shall be prepared by the search committee and submitted to the President of the College through the Dean, Provost or Vice President as appropriate. The President shall review the report with the appropriate College personnel and make his appointment to the position. If the President finds that an appointment cannot be made, a new search shall be instituted. The search committee remains active until a candidate has been appointed or until a new search committee is formed.

If an emergency necessitates filling an administrative position on an acting or interim basis, the search committee shall receive and make recommendations to the President through the Dean, Provost, or Vice President as appropriate, on acceptable candidates.

At the conclusion of the search, the O/C shall notify the President of the Faculty Senate and the Chairperson of the Senate APT Committee of the names recommended by the Search Committee.

V. Periodic and Final Evaluation Report

The O/C should not overlook the fact that the evaluation process is continuous throughout the search procedure. In this regard, the O/C shall be asked for a brief, informal, verbal report to the Senate's APT Committee regarding the progress (or lack of it) and/or any irregularities in the search procedures. If the O/C believes the search committee or any of its members has or is acting in a misfeasance manner, this should be noted - verbally and in writing - to the search committee and the Senate's APT Committee; the latter shall then decide on the appropriate course of action. Upon completion of the search, after impasse, or filling of the position, the O/C shall compile a written evaluation and file it with the Senate's APT Committee. The evaluation checklist included in the Appendices may be used for the above purpose.

VI. Re-appointment of Academic Administrative Personnel

- A. In the event the President of the College is considering the re-appointment of a Dean, Chairperson, Program Director, etc., this shall not preclude appropriate faculty consultation concerning such a re-appointment. Therefore, the faculty or department concerned shall select a committee (the composition to be the same as provided under IV. A. of this Resolution) to review the proposed reappointment and shall submit its recommendation to the President, through the Dean and/or Provost as appropriate. An O/C shall also be designated to serve with the committee (see III. Functions of the O/C and IV. Periodic and Final Evaluation Report).
- B. The Office of Faculty and Staff Relations shall supply to the Senate APT Committee a list of the persons to be considered for reappointment at the end of their current appointments as Deans or Chairpersons. In order to facilitate a meaningful review in a reasonable time frame, this list shall be supplied at least 11 months prior to the end of such persons current appointments as Deans or Chairpersons, and the review process should be completed 6 months prior to the end of their current appointments.

If an incumbent has served for less than twelve (12) months, and a re-appointment is being considered, then the evaluation will begin at least two (2) months prior to the expiration of the term, and be completed within a thirty (30) day period of time.

APPENDIX A

Date \_\_\_\_\_

SEARCH COMMITTEE EVALUATION CHECKLIST

Title of Search Committee \_\_\_\_\_

Submitted by \_\_\_\_\_

Time period in which committee functioned \_\_\_\_\_

Chairperson \_\_\_\_\_

Committee Members \_\_\_\_\_

If the answer is no to any of the questions listed below, please make explanations in the comments section at the end of this checklist.

1. Members of the selection committee were selected according to the resolution provisions. Yes \_\_\_ No \_\_\_
2. There was proper input into the establishment of qualifications for the position. Yes \_\_\_ No \_\_\_
3. Affirmative action guidelines were adhered to. Yes \_\_\_ No \_\_\_
4. The committee followed democratic parliamentary procedures throughout the search. Yes \_\_\_ No \_\_\_
5. There was ample notice of meeting and interview times to all members of the committee. Yes \_\_\_ No \_\_\_
6. Standardized interview procedures were followed with each candidate. Yes \_\_\_ No \_\_\_
7. The entire search committee took an active part in the interview. Yes \_\_\_ No \_\_\_
8. The search committee has input into the final selection by submitting a report on the finalists to the proper official. Yes \_\_\_ No \_\_\_
9. Result of search \_\_\_\_\_

Number of candidates screened \_\_\_ Number of candidates chosen for interview \_\_\_

Overall impression of committee -

Comments:



APPENDIX B

Date \_\_\_\_\_

REAPPOINTMENT COMMITTEE EVALUATION CHECKLIST

Reappointment of \_\_\_\_\_

Submitted by \_\_\_\_\_

Time period in which committee functioned \_\_\_\_\_

Chairperson \_\_\_\_\_

Committee Members \_\_\_\_\_

If the answer is no to any of the questions listed below, please make explanations in the comments section at the end of this checklist.

1. Members of the selection committee were selected according to the resolution provisions. Yes \_\_\_ No \_\_\_
2. Affirmative action guidelines were adhered to where appropriate. Yes \_\_\_ No \_\_\_
3. The committee followed democratic parliamentary procedures throughout the search. Yes \_\_\_ No \_\_\_
4. There was ample notice of meeting times to all members of the committee. Yes \_\_\_ No \_\_\_
5. The entire search committee took an active part in the review of the candidate for reappointment. Yes \_\_\_ No \_\_\_
6. The committee submitted a recommendation to the proper official. Yes \_\_\_ No \_\_\_
7. Result of the recommendation \_\_\_\_\_

Overall impression of the committee:

Comments: