Title 5 of the California Code of Regulations grants the President authority to appoint or assign MPP employees. The Policy on Senior Administrative Appointments defines the process to be used in reaching recommendations for senior administrative appointments.

Authority

Title 5, California Code of Regulations (Management Personnel Plan).

Scope

The Senior Administrative Appointments Policy and Procedure applies to academic and non-academic senior administrative appointments for positions that report directly to the President, Provost, or Vice Presidents, provides for changes to existing "Interim" or "Acting" administrative position appointments and other situations where the President, consistent with Title 5, may make appointments outside normal University policy and procedure for management positions. Appointments for all other management positions shall follow appropriate CSU system and University procedures. The President must approve all exceptions to this policy.

Karen S. Haynes, President

Approval Date: 9/10/08

Revised: 8/20/2008
Revised: 6/1/2007
Implemented initially: 8/15/2000
I. AUTHORITY ON MPP (ADMINISTRATIVE) APPOINTMENTS

Consistent with the provisions of Title 5, the President may appoint or assign Management Personnel Plan (MPP) employees to any administrative grade level: Administrator I, II, III or IV without using a search process. The Hiring Officer is not required to accept the recommendations of a search committee. All MPP employees serve at the pleasure of the President.

II. RESPONSIBILITIES OF THE HIRING OFFICER

A. Development of the Position Description

The Hiring Officer works with Human Resources and Equal Opportunity (HREO) to develop the Position Description (stating the scope of responsibilities, qualifications, etc.) for the vacancy.

B. Appointment of the Search Committee

The primary initiative for recruitment lies with the Hiring Officer. The Hiring 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 in the form of a position announcement, and establish a deadline for the Search Committee to forward recommendations.

Each member of the Search Committee is responsible for compliance with law and all policies including, specifically, the requirement to maintain strict confidentiality.

The Hiring Officer shall appoint an Equal Employment Opportunity (EEO) Representative to each Senior Administrative Search Committee covered by this policy. For Academic Affairs recruitments, the Hiring Officer shall consult with the Associate Vice President for Planning and Academic Resources or the office of Human Resources and Equal Opportunity prior to appointing the EEO Representative; for all other recruitments, the Hiring Officer shall consult with HREO. The responsibilities of the EEO Representative are:

i. Working with the Hiring Officer and the Search Committee to ensure that the search is conducted in full compliance with law and University policy.

ii. Serving as an ex officio, non-voting member of the Search Committee for senior administrative appointments covered by these procedures.

iii. Reviewing and approving the position announcement and implementation of the University’s advertising strategy.
III. COMPOSITION OF SEARCH COMMITTEES

A. Academic Administrative Appointments

   i. President

   The composition of the Search Committee for the position of President is governed by the CSU Board of Trustees.

   ii. Provost and Vice President for Academic Affairs

      a. Three persons selected by the President, including a member of the Academic Affairs Leadership Council (AALC).

      b. Three faculty members, including a Department chair, selected by the President from the pool of nominees submitted by the Academic Senate.

      c. One staff member from the Division of Academic Affairs, selected by the President from no less than three (3) nominees submitted by the AALC.

      d. One student nominated by Associated Students, Inc.

   iii. College Deans and Directors of Stand-alone Schools

      a. Three persons selected by the Provost and Vice President for Academic Affairs, at least one of whom shall be a Dean.

      b. Three faculty members, including at least one Department Chair (for College Dean searches), selected by the Provost and Vice President for Academic Affairs from the pool of nominees submitted by the faculty of the College/School.

      c. One staff member in the College/School selected by the Provost and Vice President for Academic Affairs.

      d. One student who is a declared major in the College/School, nominated by the Associated Students, Inc.

   iv. Dean of Library

      a. Three persons selected by the Provost and Vice President for Academic Affairs, at least one of whom shall be a Dean.
b. Four faculty members selected by the Provost and Vice President for Academic Affairs from the pool of nominees submitted by the Library faculty, including one faculty member from a College/School.

c. One staff member from the Library selected by the Provost and Vice President for Academic Affairs.

d. One student nominated by Associated Students, Inc.

v. Dean of Graduate Studies, Dean of Extended Learning, Dean of Instructional and Information Technology Services, Other Dean Positions

a. Three persons selected by the Provost and Vice President for Academic Affairs, at least one of whom shall be a Dean.

b. Three faculty members, including at least one Department Chair, selected by the Provost and Vice President for Academic Affairs from a pool of nominees submitted by the Academic Senate.

c. One staff member from the Dean’s unit selected by the Provost and Vice President for Academic Affairs.

d. One student, (in the case of the Dean of Graduate Studies, the student shall be enrolled in a graduate program), nominated by Associated Students, Inc.

vi. Associate and Assistant Vice Presidents, MPP Directors, Assistants, and Officers Reporting Directly to the Provost

a. Up to three persons selected by the Provost/Vice President, which may include a student and/or community member, as appropriate.

b. Up to two faculty members selected from a pool of nominees submitted by the Academic Senate.

B. Non-academic Administrative Appointments

i. Vice President for Finance and Administrative Services, Vice President for Student Affairs, and Vice President for University Advancement

a. Four persons selected by the President, including a member of the senior management group of the respective Division and one full-time Director or professional staff member within the respective Division; for the Vice
President for Student Affairs, including one student nominated by Associated Students, Inc.

b. One staff member within the respective Division, selected by the President from no less than three nominees submitted by the respective Division’s senior management team.

ii. Other Directors, Assistants and Officers reporting directly to the President are appointed directly by the President or, when the President opts for a search:

   a. Up to five persons selected by the President.

iii. Associate and Assistant Vice Presidents, MPP Directors, Assistants, and Officers reporting directly to a Vice President may be appointed directly by the President, after recommendation by the Vice President or, when the Vice President opts for a search:

   a. Up to five persons selected by the Vice President, which may include a student and/or community member, as appropriate.

C. General Procedures

i. The Hiring Officer selects one of the members of the Search Committee to serve as Chair. As the search progresses, the Chair will apprise the Hiring Officer of the status of the recruitment and consult with the Hiring Officer as appropriate.

ii. All faculty members on academic administrative search committees shall be tenured faculty. Faculty participants in the Faculty Early Retirement Program are not eligible for service.

iii. In addition to the membership outlined in sections III. A & B, above, each Search Committee shall include as a non-voting member, the EEO Representative.

iv. When the Academic Senate has responsibility for nominating faculty members for senior academic administrative search committees, the Academic Senate shall nominate five (5) faculty members. The Hiring Officer will select the faculty members to serve in order to achieve the best balance of disciplines. If the Academic Senate is unable to provide a pool, the Hiring Officer will select the faculty members to serve on the committee.

v. When the College/School/Unit faculty have responsibility for selecting faculty members on senior academic administrative search committees, the College/School/Unit faculty members shall nominate a pool of five (5) faculty members. The Hiring Officer will select the faculty members to serve in order
to achieve the best balance of disciplines. If the College/School/Unit faculty members are unable to provide a pool, the Hiring Officer will select the faculty members to serve on the committee.

vi. If the Hiring Officer does not receive the requested nominations from the Academic Senate or the College/School/Unit within two calendar weeks from the initial request for nominees, the Hiring Officer will select the faculty representatives to serve on the Search Committee.

vii. Staff members who serve on search committees shall be full-time employees.

viii. Students serving on search committees shall be full-time students in good standing with junior, senior, or graduate status. Written Associated Students Inc. procedures shall ensure a nomination process open to all eligible students. For College/School searches, the student must be enrolled in a major within the College/School, or as a credential student or graduate student in the College. For Dean of Graduate Studies searches, the student must be enrolled as a graduate student.

ix. If the Hiring Officer does not receive the requested nominations from the Associated Students, Inc. within two calendar weeks from the initial request for nominees, the Hiring Officer can select the student representative to serve on the Search Committee or forgo the appointment of a student.

IV. CREATING THE CANDIDATE APPLICANT POOL

A. The Hiring Officer, in consultation with the Search Committee, will ensure the recruitment is publicized appropriately to generate a qualified, competitive and diverse pool of candidates (including mailings, advertising in professional journals, web postings, etc.).

B. Announcements for senior administrative positions shall be posted on the appropriate campus web page(s).

C. The Search Committee is encouraged to solicit applications and nominations from other appropriate sources, and to propose ways to expand the pool of qualified candidates.

D. At the discretion of the Hiring Officer, and in consultation with the President, a professional search firm may be retained to recruit qualified candidates. In those cases, the professional search firm shall be provided with a copy of the University’s Senior Administrative Appointments Policy and Procedure for information purposes.
V. PRELIMINARY REVIEW OF THE APPLICATIONS

A. Applications for 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.

B. All Search Committee members shall review all of the applications which meet the minimum qualifications of the position. At the discretion of the Hiring Officer, a subcommittee of the members may be formed to screen applications to determine whether minimum qualifications have been met. When a professional search firm is retained, the firm will screen applications relative to minimum qualifications. All Search Committee members who vote on final recommendations must participate in all candidate telephone interviews (or listen to recorded interviews) and in all scheduled committee meetings with finalists during on-campus interviews.

C. At least three (3) telephone reference checks are required. The Hiring Officer will determine the sequence of these checks. Reference checks shall include contacts with appropriate individuals at the candidate’s current or most recent place of employment/professional experience. Additional reference checks are encouraged, including individuals not on the list of references provided by the candidate. Before initiating any reference checks, the candidate’s authorization for the Search Committee to contact references shall be obtained via email and a copy of the email authorization shall be retained in the candidate’s application file.

D. 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. The EEO Representative shall approve these questions in advance of the reference checks.

E. Telephone or video conference interviews, or airport interviews for recruitments for Provost and Vice Presidents, of at least the top candidates are encouraged prior to recommending to the Hiring Officer applicants to bring to campus.

F. Before proceeding, the Search Committee shall obtain the Hiring Officer’s authorization to conduct telephone, video conference or airport interviews by providing the Hiring Officer with a written appraisal of the recommended top candidates’ strengths and weaknesses based on review and rating of their applications.

G. A list of nondiscriminatory core questions shall be prepared and approved by the committee for use in conducting the telephone conference or videoconference interviews. Each candidate shall be asked these questions. The EEO Representative shall approve these questions in advance of the telephone conference or videoconference interviews.
VI. ON-CAMPUS VISITS

A. Finalists will be invited to campus for interviews with the Hiring Officer, the Search Committee, and other appropriate individuals or groups. Invitations for campus visits shall be extended only after approval by the Hiring Officer.

B. The Search Committee normally shall recommend to the Hiring Officer three or more candidates for on-campus visits, providing an appraisal of candidates’ strengths and weaknesses based on the application ratings and the telephone, video conference or airport interviews. If the initial on-campus visits do not provide an acceptable pool of candidates, the Search Committee may recommend further telephone and on-campus interviews, as appropriate.

C. Before releasing the names and biographical information of final candidates, email authorization must be obtained from each candidate granting permission to announce her/his candidacy, and a copy of the email authorization shall be retained in the candidate’s application file.

D. The Search Committee will develop the on-campus interview process, including interview screening criteria and a list of nondiscriminatory core questions to be asked of each candidate. The on-campus interview questions must be approved by the EEO Representative prior to the visit. The Search Committee Chair and the EEO Representative shall ensure that each interviewing group or individual is aware of University policy and procedures in relation to interviews.

E. The Search Committee should provide opportunity for faculty, staff and students to meet the candidates, which includes scheduling, as appropriate, open forums for the candidates and, as appropriate, meetings with campus groups or committees relevant to the position.

F. The Search Committee shall define a systematic way for faculty, staff and students to submit feedback on the candidates. This would most likely be in the form of comment cards/forms collected at open forums or from other groups and individuals the candidates meet with during their on-campus visit. The Search Committee’s recommendation to the Hiring Officer should include a summary of faculty, staff and student feedback. The EEO Representative will review all input and has the right to remove any comments that violate the CSU policy on nondiscrimination or state or federal laws on discrimination and harassment in employment.

G. Reimbursement to candidates from State funds is limited to receipted expenses authorized by the Hiring Officer and as allowed by the CSU Policy and Procedures Governing Travel and Relocation and Expense Reimbursement.
VII. HIRING RECOMMENDATIONS

A. The Search Committee shall submit a written report to the Hiring Officer that specifies the strengths and weaknesses of each finalist.

B. The Hiring Officer may meet and consult with the Search Committee prior to making the final appointment.

C. If the Hiring Officer is other than the President, said Hiring Officer shall consult with the President prior to offering the position.

D. All hiring decisions must be based on written recommendations and justifications that will be retained as part of the confidential search file.

E. If no qualified and acceptable candidate is identified, the search may be canceled or extended by the Hiring Officer.

VIII. OFFERS OF EMPLOYMENT

A. Official offers of employment shall be made through written notification, with an expiration date for acceptance by the finalist, by the President or designee.

B. No person shall be deemed appointed in the absence of an official written notification from the President or designee.

C. The terms of the offer of employment shall be consistent with the vacancy announcement.

D. A candidate must make a written, affirmative, and unconditional response to the offer of employment by the expiration date and prior to the effective date of the appointment.

E. When the position is filled, HR&EO will guide the Search Committee Chair through the process of notifying unsuccessful candidates they were not selected.

F. Compensation for Vice Presidents must be approved by the Office of the Chancellor prior to any offer or change in compensation.

IX. NEGOTIATING RETREAT RIGHTS FOR ACADEMIC ADMINISTRATIVE APPOINTMENTS
A. At the time of appointment, the Provost and Vice President for Academic Affairs, College Deans, Dean of the Library, Dean of Graduate Studies, Academic Associate Vice Presidents and Director of the School of Nursing negotiate retreat rights to a faculty position.

B. Tenured faculty in the appropriate discipline, the appropriate Dean, and the Provost and Vice President for Academic Affairs must be consulted concerning the granting of tenure. Tenured faculty in the candidate’s discipline shall be asked to prepare a written, confidential recommendation, addressed and delivered to the Hiring Officer, concerning the candidate’s qualification for tenure in the program/department.

C. The President has final authority to grant retreat rights. The proposal of retreat rights for other positions shall be determined by the Hiring Officer in consultation with the President. Upon completion of the search, the Hiring Officer shall forward the confidential faculty recommendation concerning the granting of tenure for the successful candidate to the Associate Vice President for Planning and Academic Resources, who is responsible for maintaining the records of faculty retreat rights awarded to administrators.

X. DOCUMENTING THE SEARCH

At the conclusion of the search, all search records, including the notes of Search Committee members, shall be collected and organized by the administrative support staff to the Search Committee, and submitted to HREO for archiving. The materials will remain confidential during an appropriate period and then destroyed in an appropriate method.

XI. TERM APPOINTMENTS AND CHANGES IN EXISTING APPOINTMENTS

A. Interim or Acting Administrative Appointments

Temporary appointments to administrative positions shall be designated as "interim" or "acting".

The President, with recommendation by the Hiring Officer, shall decide whether to make an interim appointment without a search. For academic administrative appointments, the President or Hiring Officer will consult with the Chair of the Academic Senate. If there is a search for an interim position, the vacancy will be announced at least campus-wide for a minimum of two calendar weeks. The vacancy announcement shall include a description of the duties of the position and the required/preferred qualifications. When recruiting for interim positions, the University will make every effort to recruit a diverse pool of candidates.
B. Changes In Existing Appointments

As stated in Title 5, the President may assign a MPP employee to different duties in the same position or may reassign a MPP employee to a different position either within or outside of the grade level or the Plan when the President determines that such assignment or reassignment is in the best interests of the CSU.