

Linked from the June 9, 2011 Faculty Senate agenda.

Gray shaded sections indicate proposed additions; strike-through sections indicate proposed deletions.

Administrative Appointments Committee

Standing Rules

The Administrative Appointments Committee, representing the interests of the University and the Faculty, recommends three faculty members (a minimum of one shall be a member of the Administrative Appointments Committee) ~~who shall~~ to serve on each Search Committee for appointments to vacant or newly created administrative positions. ~~The individuals so recommended shall ordinarily be members of the Administrative Appointments Committee itself.~~

On an annual basis, the ~~Committee~~ Administrative Appointments Committee monitors and reviews policy and procedures used to fill administrative positions and recommends changes in such policy and procedure to the Faculty Senate and to the President.

In addition to newly created administrative positions, the following positions are to include involvement on the part of the Administrative Appointments Committee:

- A. General Administration: All positions at the Provost, Vice President, Vice Provost and Associate Provost level.
- B. College and Deans: All positions at the Dean level.
- C. Other positions of academic significance: including, but not limited to, ~~University Honors College Director, Undergraduate Academic Programs Director, Admission and Orientation Director, and Registrar~~ the Athletic Director and those positions that report to the Provost, Senior Vice Provost for Academic Affairs, and all Vice Presidents and Vice Provosts.

Whenever there is an impending vacancy, or an actual vacancy occurs, in any of the above listed positions, or when a new administrative position is created, the Administrative Appointments Committee shall confer with the President (or his/her designated representative), review the requirements of the position, and provide advisement concerning composition of a Search Committee and the range and timing of its search.

The appointment of a director or administrator who reports directly to one of the administrative officers listed above does not require a Search Committee involving the Administrative Appointments Committee but, upon request, the Administrative Appointments Committee may suggest appropriate procedures.

The Administrative Appointments Committee consists of ~~nine~~ twelve Faculty.

Each Search Committee shall ordinarily consist of nine (9) to twelve (12) members. Of these members:

- The majority shall be Faculty members of Oregon State University, three of these selected by the Administrative Appointments Committee. A minimum of one and as many as three of the latter shall be members of the Administrative Appointments Committee itself, specific determination to be made by the Committee according to the nature of the appointment and the Committee's preexisting commitments.
- Undergraduate and/or graduate students shall be appointed following consultation of the appropriate student governance bodies.
- Additional members (staff, students, or individuals outside the University) shall be appointed following consultation with the Administrative Appointments Committee.

~~The Chair of a Search Committee is designated by the appropriate administrative officer prior to its first meeting. The Search Committee solicits, receives, and screens applications and nominations, gathers pertinent information and credentials, interviews candidates, and recommends one or more candidates for the vacant position. All members of a Search Committee serve until the position is filled, or until the Committee is dismissed, at which time the Chair of the Committee, if requested, reports to the Faculty Senate on the result of the search and procedures used to accomplish this result.~~

Within thirty days of the close of an administrative appointments search, the Administrative Appointments Committee member assigned to that search shall submit to the Administrative Appointments Committee chair a summary of the search conduct and results for inclusion in the Administrative Appointments Committee chair's year-end activity report to the Faculty Senate Executive Committee.

Rationale:

1. *The standing rules have not been updated for years. Since job titles and positions have been changed, the Committee wants to bring them up to date;*
2. *The Committee feels that the total number of administrative searches varies from year to year; sometimes the committee may need more than nine members, up to 12, to perform its responsibilities, thus the change; and*
3. *The last paragraph was added to create a reporting system for Committee members' participation in administrative searches.*