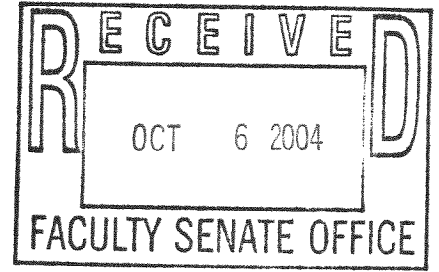




MEMORANDUM

IN/OUT KL RH (F) C



To: Donna E. Shalala
President

From: Mary Coombs
Chair, Faculty Senate

Date: October 5, 2004

Subject: Faculty Senate Legislation #2004-05(A) - Modification of Faculty Manual section A13.2 regarding procedures for the appointment of the Executive Vice President and Provost

The Faculty Senate, at its September 29, 2004 meeting, voted to approve the enclosed modification of Faculty Manual section A13.2 regarding procedures for the appointment of the Executive Vice President and Provost. The proposed legislation removes the use of a Consultative Committee consisting of the deans of all schools and the members of the Committee on General Welfare and replaces it with the appointment of a Search Committee consisting of fifteen members. The Senate will submit a list of no less than fifteen faculty members as nominees to serve on the Search Committee and the appointing authority shall select at least ten members from that list.

For your reference, the changes to the Faculty Manual are shown as underlined additions and strikethrough deletions.

This legislation is now forwarded to you for your action.

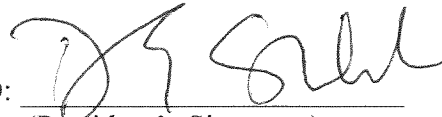
If you approve, we will forward this proposed change to the Charter Section of the Faculty Manual to the faculty for its vote.

MC/kl

cc: Luis Glaser, Executive Vice President and Provost

CAPSULE: Faculty Senate Legislation #2004-05(A) – Modification of *Faculty Manual* section A13.2 regarding procedures for the appointment of the Executive Vice President and Provost

PRESIDENT’S RESPONSE

APPROVED:  DATE: 10/5/04
(President’s Signature)

OFFICE OR INDIVIDUAL TO IMPLEMENT: Provost

EFFECTIVE DATE OF LEGISLATION: Immediate after faculty vote
(if other than June 1 next following)

NOT APPROVED AND REFERRED TO: _____

REMARKS (IF NOT APPROVED): _____

A13.2 The chair of each department, ~~the Executive Vice President and Provost~~, and the President shall be appointed after consultation as follows: the Consultative Committee for the appointment of a department chair shall consist of all voting members of the department (or school) faculty, except that by a vote of the faculty of a departmentalized school, a committee may be formed consisting of representatives of several related departments. In the instance of the establishment of a new department the enabling legislation shall specify the initial Consultative Committee. The Consultative Committee for the ~~Executive Vice President and Provost and of the President~~ shall consist of the deans of all schools and the members of the ~~Committee on General Welfare Committee~~. The Consultative Committee shall initially be convened by the appointing agent and shall elect its own chair. Nominations for any of these academic administrative positions may be made by the appointing agent and by members of the Consultative Committee. Supporting information on each seriously considered candidate shall be compiled and made available to the Consultative Committee, and an opportunity shall be provided for an interview with the Committee and for a vote by the Committee which shall be reported to the appointing agent in a manner specified in the Bylaws. Normally, consistent with the information provided by the Consultative Committee, but also exercising judgment relative to the effect of the appointment on the general welfare of the department, school, University and profession, the dean of the school shall appoint department chairs, ~~the President shall appoint deans and the Executive Vice President and Provost~~, and the Board of Trustees shall appoint the President.

A13.3 When it is time to appoint the Dean of a School (including the University Librarian), a Search Committee shall be established to identify and recommend candidates. It is responsible to the appointing authority and to the Faculty of the School. The Committee shall have between nine and fifteen members as determined by the appointing authority. No member of the Committee may be a candidate for the position.

The Faculty of each School should establish in its by-laws a procedure for nominating faculty members for service on the Committee and for determining the Faculty's views on the candidates. Pursuant to this procedure, the Faculty should submit to the appointing authority a list of faculty members that has no fewer names than the total number of members to be appointed. If no submission is made by the designated time, the list will be deemed to include all members of the Regular Faculty of the School. The appointing authority shall select at least two-thirds of the members from the list submitted by the Faculty of the School.

The appointing authority shall convene the first meeting of the Search Committee. The appointing authority shall select the chair from among University Faculty members of the Committee. The appointing authority shall make available the resources, including staff, necessary to conduct a successful search. The Committee shall regularly inform the appointing authority of its progress and shall confer with the Faculty of the School to the fullest extent it deems possible consistent with conducting a successful search. The Committee shall assure that the Faculty of the School has the opportunity to meet with candidates invited to campus. It shall consult with the Faculty of the School before making its recommendations to the appointing authority and shall accurately transmit the views of the Faculty of the School together with its recommendations. Should the Committee's opinion differ from that of the Faculty of the School,

the Committee shall specifically explain the reasons to the appointing authority and to the Faculty. The appointing authority shall explain the decision to the Faculty of the School.

Normally, consistent with the information provided by the Search Committee, but also exercising judgment relative to the effect of the appointment on the general welfare of the school and the University and profession, the President shall appoint deans.

A13.4 When it is time to appoint the Executive Vice President and Provost, a Search Committee shall be established to identify and recommend candidates. It is responsible to the appointing authority and to the University Faculty as represented by the Faculty Senate. The Committee shall have fifteen members. No member of the Committee may be a candidate for the position.

The Faculty Senate should submit to the appointing authority a list of no less than fifteen faculty members as nominees to serve on the Search Committee. The appointing authority shall select at least ten members from the list submitted by the Faculty Senate.

The appointing authority shall select the chair from among the members of the Committee and shall convene the first meeting of the Search Committee. The appointing authority shall make available the resources, including staff, necessary to conduct a successful search. The Committee shall regularly inform the appointing authority of its progress and shall confer with the General Welfare Committee of the Faculty Senate and the deans of all schools to the fullest extent it deems possible consistent with conducting a successful search. The Committee shall assure that the General Welfare Committee, the deans of all schools, and other University officials as determined by the appointing authority have the opportunity to meet with candidates invited to campus. It shall consult with the General Welfare Committee before making its recommendations to the appointing authority and shall accurately transmit the views of the General Welfare Committee together with its recommendations. The Committee shall provide the appointing authority with a list of two or three candidates and an evaluation of their strengths and weaknesses from which list the appointing authority shall attempt to recruit one of the candidates to the position. Should the Committee's opinion differ from that of the General Welfare Committee, the Committee shall specifically explain the reasons to the appointing authority and to the General Welfare Committee.

Normally, consistent with the information provided by the Search Committee, but also exercising judgment relative to the effect of the appointment on the general welfare of the University and profession, the President shall appoint the Executive Vice President and Provost.