

**Recommended Policy on Faculty Consultation on the Selection of  
Associate or Assistant College Deans**

<b><u>Current Policy</u></b>	<b><u>Recommended Policy</u></b>
<b><u>Policy for the Selection of Associate/Assistant Deans/Librarians</u></b>	<b><u>Faculty Consultation on the Selection of Associate or Assistant College Deans</u></b>
<p>All policies and procedures in this document shall follow affirmative action and equal opportunity requirements.</p>	<p>This policy applies to the selection of college associate or assistant deans. For purposes of this policy, the term “college” includes the campus Library but does not include the College of Continuing Education.</p>
	<p><b><u>Preamble</u></b></p> <p>Associate or assistant dean positions are integral to the proper functioning of the college. As such, these positions play an important role in furthering the academic mission of the college and of the departments organized within that college. Appointments to these positions may come from the ranks of campus faculty or from outside Sacramento State. The following general policy applies to the college faculty’s role in the recruitment and selection process of such positions.</p>
	<p><b><u>Policy</u></b></p>
<ol style="list-style-type: none"> <li>1. Each School* shall have a written job description for each position of Associate/Assistant Dean/Librarian. When a vacancy occurs, or a new position is created, a job description for the position shall be reviewed or developed by the School as necessary. The job description shall be reviewed by the Provost and Vice President for Academic Affairs.</li> <li>2. Each School shall have a policy for the selection of Associate/Assistant Deans/Librarians. This policy shall be approved by the Dean or University Librarian in consultation with the Provost and Vice President for Academic Affairs.</li> </ol>	<ol style="list-style-type: none"> <li>1. When a vacancy occurs or a new position is created, the dean is responsible for developing a job description for the position. The dean shall consult with the college’s faculty governance body on the content of the job description. The job description shall be approved by the Provost and Vice President for Academic Affairs.</li> <li>2. The dean of each college, in consultation with the faculty governance body of the college, shall develop procedures for selection of associate or assistant dean. The Provost and Vice President for Academic Affairs are responsible for approval of such college procedures. Copies of approved procedures shall be retained in the dean’s office.</li> </ol>

<p>3. Each School shall develop regular procedures for establishing a search/selection committee for vacancies. These procedures shall be approved by the Dean or University Librarian in consultation with the Provost and Vice President for Academic Affairs.</p> <p>4. A decision as to the extent of the search shall be made by the Dean or University Librarian in accordance with School policy and after consultation with the Provost and Vice President for Academic Affairs.</p> <p>5. In accordance with affirmative action guidelines, the search/selection committee shall screen applications and select candidates to be interviewed. Top ranked candidates will be interviewed by the search committee, the Dean or University Librarian, and the Provost and Vice President for Academic Affairs. The Equal Opportunity/Affirmative Action Officer will be involved at appropriate points throughout the search process to advise the screening committee and to review its work in order to ensure compliance with applicable laws and guidelines.</p> <p>6. The search/selection committee shall submit, unranked, the names of not fewer than two (2) nominees and discuss with the Dean or University Librarian the strengths and weaknesses of each of the candidates. The Dean or University Librarian will make his/her recommendation to the Provost and Vice President for Academic Affairs. All offers of appointment shall be made by the President.</p>	<p>3. A voting majority of the selection advisory committee shall be composed of tenured or probationary faculty in the college. Consistent with this, college procedures shall address, at a minimum, the following:</p> <ul style="list-style-type: none"> <li>■ Size of the selection advisory committee</li> <li>■ Composition of the selection advisory committee, including possible membership of staff and/or students on the committee</li> <li>■ Method of selecting or electing membership to the selection advisory committee</li> </ul> <p>4. The selection advisory committee shall screen applications and recommend candidates to be interviewed to the dean. Upon approval, the selection advisory committee shall interview recommended candidates for the position. The dean and the Provost shall each separately interview recommended candidates. The dean may also provide an opportunity for receiving written and/or other comments from faculty, staff, and students attending open forums or other pre-determined public meetings. If needed, external candidate will also be interviewed by the faculty in the program or department in which they seek retreat rights. The selection advisory committee shall submit an unranked list of those interviewed and discuss with the dean the strengths and weaknesses of each candidate. The dean will recommend a candidate to the Provost and Vice President for Academic Affairs to be appointed as associate or assistant dean.</p>
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7. Pending the search for and appointment of a new Associate/Assistant Dean/Librarian, the Dean or University Librarian, in consultation with the Equal Opportunity/Affirmative Action Officer and the Provost and Vice President for Academic Affairs, may appoint on an interim basis an acting Associate/Assistant Dean/Librarian if it is deemed necessary for efficient operations. Whenever possible, an ad hoc search committee shall be appointed for this purpose.
8. If the Dean or University Librarian and the Provost and Vice President for Academic Affairs, in consultation, agree that none of the candidates recommended by the selection committee are acceptable, or if the selection committee determines that no applicants are qualified, the Dean or University Librarian and the Provost and Vice President for Academic Affairs may decide to extend the search. In such an instance, the Dean or University Librarian may make an acting appointment for the period of up to one (1) year while the search process is continued.
9. Areas of policy not covered by this document are left to the individual School policy for determination. School policy relating to searches is to be consistent with this document and with other University and system policy.

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\*In all references, "School" includes the University Library.

5. One faculty member of the selection advisory committee shall serve as the AA/EO Representative. The AA/EOR serves in an advisory and educational capacity to search committees charged with filling academic administrative positions. The AA/EOR is not a compliance officer. The role of the AA/EOR is to help ensure an effective and comprehensive recruitment process, to assist with the strategies that will yield an inclusive applicant pool, and to ensure the implementation of campus affirmative action and equal employment opportunity policies. The duties and responsibilities carried out by the AA/EOR shall be consistent with established recruitment policies and practices of the University and based on the training and advice from the Office of Human Resources and the University Counsel.
6. There may be circumstances under which the dean may recommend that a position should be filled on an acting or interim basis. When feasible, the dean shall consult with the college's faculty governance body before making such a determination. The dean shall then recommend to the Provost and Vice President for Academic Affairs whether or not the position should be filled on an acting or interim basis.