Resolution #7, 1983-84

TO: President John E. Van de Wetering
FROM: The Faculty Senate
RE: X I. Formal Resolution (Act of Determination)
     II. Recommendation (Urging the Fitness of)
     III. Other (Notice, Request, Report, etc.)

SUBJECT: Proposed Amendment to Faculty Consultation in Administrative Appointments

(see attached)

Signed Morris L. Green Date Sent 11/14/83
(For the Senate)
Morris L. Green, 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 10/11/84
   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: Others:
   Distribution Date: Signed: (President of the College)

Date Received by the Senate:
Proposed Amendment to
Faculty Consultation in Administrative Appointments

In IV. Structure of the Search, A. Selection of members for the search committee, the following constitutes the present second paragraph:

"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. The Faculty Senate APT Committee shall also appoint an O/C to serve on the search committee."

Items underscored to be changed.

Proposed change to the paragraph:

"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 with proper care taken to ensure distribution of members to meet affirmative action concerns and representation of ranks, positions, and administrative units within the School/Division. At least one (1) student representative shall be on the search committee, selected through a process identified by BSG. The Faculty Senate APT Committee shall also appoint an O/C to serve on the search committee."

Items underscored are the proposed changes.
Faculty Consultation in Administrative Appointments

The purpose of the Resolution is to provide for faculty involvement in administrative appointments. Specifically, the Faculty Senate Committee on Appointments, Promotions, and Tenure or its designee will represent the faculty in the initial appointment of Vice Presidents, Associate or Assistant Vice Presidents, Deans, Department and Program Chairpersons. (In the case of directors, coordinators, and other College administrative personnel, the Faculty Senate APT Committee shall be consulted at the time of vacancy to determine if the Committee deems faculty consultation is necessary in 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, Promotions and Tenure Committee. When the position is a college-wide position, the chairperson shall arrange to consult with the President’s designee at the earliest possible date to discuss the appointment of Faculty Observer/Consultants 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 committee; in all other cases only one (1) faculty member shall be appointed to serve as an O/C.

* "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."
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 Observer/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-competent 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. If there is a question of possible conflict of interest in the advice being given by the O/C, the search committee should

** They are voting members because they are representatives of the faculty as well as observers/consultants.
request a new O/C be appointed to the committee by the Faculty Senate APT Committee.

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 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 with proper care taken to ensure distribution of members to meet affirmative action concerns and representation of ranks, positions, and administrative units within the School/Division. At least one (1) student representative shall be on the search committee, selected through a process identified by BSG. 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 for a new or vacant College-wide or School/Division-level administrative position, the O/C's shall be given a copy of the vacancy notice prior to the advertisement of that position and shall participate in any action taken to amend the job description prior to the closure of the search.

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

C. Responsibilities of the O/C

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. The O/C should check that the following procedures of the search committee are followed:

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.
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, such as sabbatical leave, etc.

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 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 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-designation of Chairpersons and Academic Program Directors

A. In the event the President of the College is considering the redesignation of a Chairperson, Program Director, etc., this shall not preclude appropriate faculty consultation concerning such a redesignation. 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 redesignation and shall submit its recommendation to the President, through the Dean and/or Vice President as appropriate. An O/C shall also be appointed by the Chair of the Faculty Senate APT Committee in consultation with the Faculty Senate President to serve with the Re-designation Committee (See III. Functions of the O/C and IV. Structure of the Search).

B. In late August, the Director of Personnel will submit to the Office of the Academic Vice President a list of Chairpersons and Directors whose terms end during the academic year. After consultation with the Appropriate Deans, the Office of the Academic Vice President will send a letter to the Faculty Senate, either on or about the 1st of October, indicating a vacancy or consideration of re-designation, requesting that an O/C be appointed, and identifying the appropriate Dean as the designee in the search or re-designation process. Copies of these letters will be sent to the Chairperson, the Dean, and the Office of Faculty and Staff Relations.

C. The review or search process shall follow all appropriate College policies and appropriate departmental policies. An attempt will be made to complete reviews or searches prior to April 1.
Faculty Senate Resolution of February 18, 1974
(Accepted by Dr. A. W. Brown, April 4, 1974. Effective date: February 13, 1974)

SUBJECT: Voting Rights of Faculty on Leave

Members of the Brockport teaching faculty who are absent from their departments because of officially granted leaves, and who are expected to return to their positions, shall be privileged to vote in the matter of selecting chairpersons or acting chairpersons of their departments. If such a selection becomes necessary during the period of their leaves.

This resolution shall be applicable in all voting situations involving the selection of Department chairpersons or acting chairpersons beginning on or after February 18, 1974.

It shall be the responsibility of the Dean of the Faculty to assure that faculty on leave receive timely notification of impending selection.

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Faculty Senate Resolution of October 7, 1974
(Accepted by Dr. A. W. Brown, October 17, 1974)

SUBJECT: Academic Rank and Non-Teaching Appointments

WHEREAS recent procedures at this institution have sustained the tradition and evidenced the wisdom of faculty participation in deciding whether one is to be offered academic rank,

WHEREAS such a policy is the only one that could be followed if there is to be any integrity for academic ranks, and

WHEREAS the formalization of a process assuring faculty participation is highly desirable for such eventuality, it is

THEREFORE RESOLVED that whenever there is an offer of appointment to a non-teaching position which may also result in the conferring of academic rank (and/or tenure) on the appointee, the Faculty of the appropriate department shall determine whether such rank (and/or tenure) shall be offered. Should the non-teaching position be offered to the applicant, but the department does not recommend the granting of academic rank (and/or tenure), the individual may be appointed to the non-teaching position but not to an academic rank (and/or tenure).
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 on the back 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. Results of search _______________________________________________

Number of candidates screened   Number of candidates chosen for interview   Overall impression of committee -
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: