

## **POLICY ON ADMINISTRATIVE APPOINTMENTS**

**BACKGROUND:** This Search and Screen process proposal for administrative positions at UW-La Crosse is modeled upon the *Policy Recommendation on the University Administrative Appointments Process for 1993-94*, recommended by the Faculty Senate and approved with revisions by Chancellor Kuipers most recently on September 3, 1997.

**COVERAGE:** Recruitment and selection of the following administrative positions are covered by this document: provost/vice chancellor, assistant chancellor, assistant to the chancellor for affirmative action & diversity, associate vice chancellor, assistant vice chancellor, deans and directors of colleges and schools, associate or assistant dean of a college or school, dean of graduate studies, director of continuing education and extension, and other administrative positions of a comparable level as determined by the Chancellor.

**MEMBERSHIP:** Committee composition should reflect, as much as possible, both the stake various groups have in the outcome and the extent to which that group will deal with each particular administrator. All committees shall include gender and racial/ethnic diversity within the voting membership at a level approved by the Assistant to the Chancellor for Affirmative Action & Diversity.

Composition of the Search Committee will follow a basic pattern wherein a distinction shall be drawn between those positions in which the appointee shall receive faculty tenure and those positions where the person will not receive faculty tenure. The two basic search and screen committees are as follows:

**Composition of committees searching for positions with faculty tenure**, such as provost/vice chancellor or dean, which are primarily academic in nature and in which the appointee receives tenure as a faculty member as part of the position shall consist of 5 members nominated by the Faculty Senate, 2 members nominated by the Academic Staff Council, 1 member nominated by the Student Senate, 1 classified employee, and 2 members selected by the Chancellor. (Total 11 members.) (For a Dean's search, 4 of the faculty must come from the college which the Dean will represent.) If after the Chancellor has appointed the committee the faculty do not constitute the majority on the committee, the Faculty Senate shall nominate the appropriate number of members to ensure a majority.

**Composition of committees searching for positions in which the appointee does not receive faculty tenure** which are primarily non-academic administrative positions shall consist of 5 members nominated by the Academic Staff Council, 3 members nominated by the Faculty Senate, 2 members nominated by the Student Senate, 1 classified employee, and 2 members selected by the Chancellor. (Total 13 members.) If after the Chancellor has appointed the committee the academic staff do not constitute the largest representation of anyone group on the committee, the Academic Staff Council shall nominate the appropriate number of members to ensure the appropriate representation.

**Chancellor's appointees** shall be used to recognize the stakeholders for each search committee. The governance groups may choose to decrease the number of members they nominate from the basic formula above for a specific search committee if the position has primary responsibility in other than that group's arena and if doing so would result in a committee of more effective size.

**Non-voting Members** that the Committee shall consult with to ensure compliance with federal, state, UW System and UW-La Crosse policies and procedures shall include at a minimum the Assistant to the Chancellor for Affirmative Action & Diversity and the Executive Director for Human Resources.

**The Assistant to the Chancellor for Affirmative Action & Diversity** is responsible for ensuring compliance with affirmative action regulations, compiling required AA/EEO data on each applicant and providing summary data as appropriate. If the Assistant to the Chancellor for Affirmative Action & Diversity determines that a search committee membership is not sufficiently diverse, she/he may ask that any or all groups of nominees be revised.

**The Executive Director for Human Resources** is responsible for convening the Search committee, serving as a resource in the search process, and facilitating the recruitment process within the UW-La Crosse guidelines in consultation with the Hiring Authority (typically this will be a Dean, Division Officer, Provost/Vice Chancellor, or Chancellor) and Assistant to the Chancellor for Affirmative Action & Diversity. Procedures will parallel UW-L recruitment procedures published annually in the *University of Wisconsin- La Crosse Unclassified Recruitment Reference Manual* and shall also be published annually.