

**COMMITTEE REPORT OF ADOPTION OF POLICY RECOMMENDATION**

**DATE:** April 4, 2017  
**TO:** Adam Swenson, Faculty President  
**FROM:** Personnel Planning and Review Committee  
**BY:** Sheila K. Grant, Committee Chair  
Daisy Lemus, Executive Secretary

**Name of proposed policy:****Section 622.4.1 (Appointment and Evaluation of Deans of Colleges and the Library)**

At its meeting on November 30, 2016, the Committee adopted a policy recommendation by passing the following motion:

**MSP:** That Section 622.4.1 in the *Administrative Manual* be revised to insure fairer representation of departments on the Search and Screen Committee for the Dean of the College.

**Current policy or catalog copy:**

## 622.4 Appointment and Evaluation of Deans of Colleges and the Library.

## 1. Search and Screen Committee.

Applicants shall be screened by a six-member committee composed of three members elected by the faculty of the College concerned from among the tenured senior rank Professors, Librarians, or Student Services Professionals, Academic-Related, including chairs, in that College, one member elected by the Personnel Planning and Review Committee from its own membership, one member appointed by the President, and one student member chosen by the other members of the committee. It is strongly recommended that Search and Screen Committees have a diverse membership, including an individual currently or formerly serving as Dean of a College, and members familiar with the duties and responsibilities of the position to be filled.

**Proposed policy or catalog copy (with changes):**

622.4 Appointment and Evaluation of Deans of Colleges and the Library.

1. Search and Screen Committee.

Applicants shall be screened by a six-member committee ~~composed~~ comprised of

a) Three members elected by the faculty of the College concerned. These members shall be elected from among the tenured senior rank Professors or Librarians or Student Services Professionals, including chairs, in that College.

For colleges comprised of fewer than four departments there must be at least one member from each department. For all other colleges, there may be no more than one member from each department.

b) One member elected by the Personnel Planning and Review Committee from its own membership.

c) One member appointed by the President, ~~and~~.

d) ~~and~~ One Associated Students representative from the College, or designee.

**Proposed policy or catalog copy (clean copy):**

622.4 Appointment and Evaluation of Deans of Colleges and the Library.

1. Search and Screen Committee.

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a) Three members elected by the faculty of the College concerned. These members shall be elected from among the tenured senior rank Professors or Librarians in that College.

For colleges comprised of fewer than four departments there must be at least one member from each department. For all other colleges there may be no more than one member from each department.

- b) One member elected by the Personnel Planning and Review Committee from its own membership.
- c) One member appointed by the President.
- d) One Associated Students representative from the College, or designee.

### **Summary of Supporting Reasons**

Section 622.4 (Appointment and Evaluation of Deans of Colleges and the Library):

Changes are being proposed for Section 622.4.1(a) to guarantee the fairest possible representation of departments when evaluating deans. The current wording allows the three college elected committee representatives to be from a single department. Such a situation may not represent the needs of all departments fairly. The proposed wording guarantees that for colleges with three or more departments no department has more than one representative elected to the committee. For colleges with fewer departments it guarantees that each department has at least one representative elected to the committee.