I. Business Item
   A. Appointment of Deans of Schools (CAM 315.2) (Attachment)
315.2 Appointment of Deans of Instruction

When a vacancy occurs in a school dean's position, a consultative committee will be formed to advise the President.

A. The committee will be composed of tenured academic members and one student. Composition of the committee will be as follows:

1. Four faculty members from the school where the vacancy occurs, elected by the faculty. No department shall elect two members to the committee until all departments in the school have elected one.

2. Two faculty members selected by the Chair of the Academic Senate after consultation with the Academic Senate Executive Committee, from a slate of nominees from the other schools.

3. One department head elected by the Department Head's Council of the school seeking the dean.

4. One student elected by the School Student Council.

5. One school dean selected by the President.

The Director of Personnel Relations and the Affirmative Action Coordinator will serve as staff support for the committee.

B. The President will send a notice of the position vacancy to the Chair of the Academic Senate and the School Student Council and request that members of the consultative committee in A. above be nominated or elected. Upon receipt of the notice of the position vacancy, the Chair of the Academic Senate and the School Student Council will initiate the formation of a consultative committee using the following procedures:

1. Nomination of faculty members in A.1. will be by an election process with ten (10) signatures being required on a petition in order to place a faculty member's name on the ballot. The signature on this petition must be those of faculty of the nominee's school. The petitions are to be submitted to the chairperson of the Election Committee of the Academic Senate.
2. The Election Committee of the Academic Senate will conduct an election; the election shall be completed and results reported to the President within three weeks of the notice of vacancy. In this election, faculty members in the instructional school in which the vacancy exists will vote for four faculty.

3. The slate of faculty in A.2., from which the chair of the Academic Senate makes a selection, will be composed of faculty nominated in writing by ten (10) faculty at large.

4. The Department Head's Council of the school seeking a dean shall elect one of its members to the consultative committee.

5. Election of the student member will occur within two weeks of the notification of the vacancy. Candidates must have at least junior standing in the school where the vacancy occurs, a minimum of three quarters attendance at Cal Poly, and a G.P.A. of at least 2.5. Results of the election will be promptly submitted to the President.

C. The consultative committee will select its own chairperson at the first organizational meeting which is to be called by and presided over by the Vice President for Academic Affairs. All members of the committee are eligible to vote on all matters before the committee.

D. The Vice President for Academic Affairs will receive all applications. Applications of candidates who appear acceptable will be forwarded to the consultative committee along with the information available on each candidate's educational and professional qualifications.

E. The Vice President for Academic Affairs will meet regularly with the consultative committee in order to hear its advice on candidates it is reviewing. Every effort will be made to reduce the list of candidates to those who are mutually acceptable. Within budget limitations, a mutual effort will be made by the Vice President for Academic Affairs and the consultative committee to determine which candidates will be invited to the campus for interview. All on-campus applicants will be advised as to the status of their candidacy by the Vice President for Academic Affairs.

F. The tenured faculty of the teaching service area to which the school dean is to be assigned shall be consulted by the Vice President for Academic Affairs to determine tenurability prior to appointment.
G. The review and selection process will be handled as a professional personnel matter within the scope of the Information Practices Act of 1977.

H. The consultative committee will be free to report the status of its deliberations to the Academic Senate and School Student Councils in a manner appropriate to the handling of professional personnel matters.

I. The consultative committee will send the President the names of at least three candidates acceptable to the committee.

J. Appointment will be made by the President from the committee's list of recommended candidates. If none of these are acceptable to the President, he will instruct the committee to search further among its applicants. If this does not produce an acceptable candidate, the position vacancy will be re-announced and the search begun again.
Memorandum

To: James Simmons, Chair
   Academic Senate

From: Tomlinson Fort, Jr.
   Vice President for Academic Affairs

Subject: Procedures for Appointment of Deans of Instruction

Date: December 20, 1982

Appended are some revisions to CAM Section 315.2, Appointment of Deans of Instruction. President Baker has endorsed the revisions, which include changes in the Consultative Committee and in the role of the Vice President for Academic Affairs. We plan to implement these new procedures in searching for a replacement for Robert Coe, who has resigned as Dean of the School of Business.
315.2 Appointment of Deans of Instruction

When a vacancy occurs in a school dean's position, the President will form a consultative committee to be advisory to the Vice President for Academic Affairs.

A. The committee will be composed of tenured academic and staff members and one student. Composition of the committee will be as follows:

i. Four faculty members and one department head from the school where the vacancy occurs elected by the faculty. No more than two of the four faculty members can come from the same department.

ii. Two faculty members from other schools selected by the President from a slate of six nominees submitted by the Chair of the Academic Senate

iii. One student elected by the School Student Council

iv. One school dean selected by the President

The Director of Personnel Relations and the Affirmative Action Coordinator will serve as staff support for the committee.

I. The President will send a notice of the position vacancy to the Chair of the Academic Senate and the School Student Council and request that members of the consultative committee in A.i, ii, and iii above be nominated or elected. Upon receipt of the notice of the position vacancy, the Chair of the Academic Senate and the School Student Council will initiate the formation of a consultative committee using the following procedures:
a. Nomination of faculty members in A.i. and ii. will be by an election process with 10 signatures being required on a petition in order to place a faculty member's name on the ballot. The signature on this petition must be those of faculty of the nominee's school. The petitions are to be submitted to the chairperson of the Elections Committee of the Academic Senate.

b. The Elections Committee of the Academic Senate will conduct an election in each of the appropriate areas of the university. The election shall be completed and results reported to the President within three weeks of the notice of vacancy. In this election, faculty members in the instructional school in which vacancy exists will vote for four faculty and one department head. In the other schools, faculty will vote for one of the candidates nominated from their respective schools. The candidates receiving the most votes will be nominated by the Chair of the Academic Senate to the President for membership on the consultative committee.

c. Election of the student member will occur within two weeks of the notification of the vacancy. Candidates must have at least junior standing in the school where the vacancy occurs, a minimum of three quarters attendance at Cal Poly, and a G.P.A. of at least 2.5. Results of the election will be promptly submitted to the President.

B. The consultative committee will select its own chairperson at the first organizational meeting which is to be called by and presided over by the Vice President for Academic Affairs.
C. The Vice President for Academic Affairs will receive all applications. Applications of candidates who appear acceptable will be forwarded to the consultative committee along with the information available on each candidate's educational and professional qualifications.

D. The Vice President for Academic Affairs will meet regularly with the consultative committee in order to hear its advice on candidates it is reviewing. Every effort will be made to reduce the list of candidates to those who are mutually acceptable. Within budget limitations, a mutual effort will be made by the Vice President for Academic Affairs and the consultative committee to determine which candidates will be invited to the campus for interview. All on-campus applicants will be advised as to the status of their candidacy by the Vice President for Academic Affairs.

E. The tenured faculty of the teaching service area to which the school dean is to be assigned shall be consulted by the Vice President for Academic Affairs to determine tenurability prior to appointment.

F. The review and selection process will be handled as a professional personnel matter within the scope of the Information Practices Act of 1977.

G. The consultative committee will be free to report the status of its deliberations to the Academic and School Student Councils in a manner appropriate to the handling of professional personnel matters.

H. The consultative committee will send the President via the Vice President for Academic Affairs the names of at least three candidates acceptable to the committee. The Vice President for Academic Affairs will make a separate recommendation to the President.

I. Appointment will be made by the President.
A. When a vacancy occurs in a dean position, the President will make a formal announcement of the vacancy and will follow the usual personnel practices in giving notice of professional position openings.

B. The President will seek the informal advice and counsel of the Vice President for Academic Affairs, deans, administrative officers, individual faculty members, President's staff and others on potential candidates.

C. The President will send a notice of the position vacancy to the Chairperson of the Academic Senate.

D. Upon receipt of the notice of the position vacancy the Chairperson of the Academic Senate will initiate the formation of a consultative committee using the following procedure:

1. The committee will be composed of tenured members: 5 voting members from the school where the vacancy occurs and one nonvoting member from each of the other instructional schools.

2. Each department in the school where the vacancy occurs will nominate not more than two candidates for the consultative committee and forward these names to the chairperson of the elections committee of the Academic Senate. In the event that the number of departments in the school is less than five, not less than ten candidates shall be nominated at large with not less than two from each department.

3. Each department in the other instructional schools will nominate one candidate for the consultative committee and forward the name to the chairperson of the elections committee of the Academic Senate.

4. The elections committee of the Academic Senate will conduct an election in each of the instructional schools. In this election each member of the school where the vacancy occurs will vote for two of the candidates from the school. Each member of the other instructional schools will vote for one candidate from the faculty member's school. The five candidates receiving the most votes in the school where the vacancy occurs and the candidate with the most votes in each of the other instructional schools will be the members of the consultative committee except that there will be no more than one member of the committee from one department if there are at least five departments in the school. When the school has less than five departments, each department shall have at least one member.

Added May, 1975
5. Two student members may be appointed to committee membership by the ASI. These students shall be carrying at least 7 quarter units while serving on the committee, and shall have completed at least two consecutive quarters and at least 24 quarter units at Cal Poly SLO, and have a grade point average of at least 2.0. One of these students will be a voting member and will be elected by the school student council where the vacancy occurs. This election shall be supervised by the ASI Elections Committee. Any student majoring in the school where the vacancy occurs will be eligible to seek election by the school student council so long as the student meets the above-mentioned criteria. The other student member shall be nonvoting and shall be a major in one of the other instructional schools and shall be selected in a manner to be determined by the ASI acting through its governing board, the SAC.

6. The consultative committee will select its own chairperson.

E. The president or a designee will receive all applications. The entire list will be forwarded to the consultative committee along with the full information available on each candidate’s educational and professional qualifications. The President may indicate which candidates on the list are judged not qualified for consideration for the position.

F. Appointments to instructional dean positions will be made only from the list submitted to the consultative committee.

G. The President or a designee will meet with the consultative committee in order to hear its advice on each candidate. Every effort will be made to reduce the list of candidates to those who are mutually acceptable. The consultative committee has the prerogative of interviewing candidates except that all qualified on-campus applicants will be interviewed.

H. It is anticipated that a candidate will not be considered for appointment unless deemed acceptable to the consultative committee; however, the final responsibility is given to the President. (See Title 5, California Administrative Code, Section 42702, paragraph f.)

I. The tenured faculty of the teaching service area to which a dean is to be assigned should be consulted by the President prior to appointment.

J. The committee will be free to report its deliberations to the Academic Senate in a manner appropriate to the handling of professional personnel matters.