I. Business Item

A. Appointment of Deans of Instruction (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 member selected by the Academic Senate Executive Committee, from a slate of nominees from the other schools and from Professional Consultative Services. Due attention will be paid to achieving a balance of women and minorities.

3. One department head elected by the Department Heads' 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. 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;
subject to the restrictions in A.1., the four faculty receiving the largest number of votes will be named members of the committee.

2. The slate of faculty in A.2., from which the Academic Senate Executive Committee selects will be composed of resource faculty (Professional Consultative Services) and faculty from the schools not seeking a dean. Those on the slate will be nominees supported by ten (10) faculty signatures. The Executive Committee's selections shall be sent to the President within three weeks of the notice of vacancy.

3. The Department Heads' Council of the school seeking a dean shall elect one of its members to the consultative committee. The elected person will be the one who receives the largest number of votes. The result shall be reported to the President within three weeks of the notice of vacancy.

4. 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. The elected person will be the person who receives the largest number of votes. The election will be completed and results reported to the President within three weeks of the notice of vacancy.

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 all candidates 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.

1-19-83
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 retreat rights 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 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.

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 meet with the committee to explain why none are acceptable. He will then 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.