Distribution: All Faculty and Staff

AGENDA

Faculty-Staff Council
California State Polytechnic College
Wednesday - December 13, 1967
10:00 a.m. - Staff Dining Room

ORDER OF BUSINESS

1. Approval of the minutes of the Faculty-Staff Council meeting of November 14, 1967.

2. Approval of the minutes of the Faculty Sub-Council meeting of November 28, 1967.

3. Recommendation to the President

   The Faculty-Staff Council recommends to the President the Consultative Procedure for Appointments to Vice Presidents of the College as attached to the report of the Joint Faculty/Staff Personnel Committees dated November 24, 1967.

4. Recommendation to the President

   The Faculty-Staff Council recommends to the President that he consider the recommendations made by the Student Affairs Committee in their report of December 4, 1967.

5. Report from the Constitution Committee

ANNOUNCEMENTS

1. Questions regarding the revision of Administrative Bulletin 67-1 have been referred to the Faculty Personnel Committee.

2. The Curriculum Committee has been instructed to study whether there should be a college-wide policy on the minimum number of free electives in each curriculum and to bring recommendations to the Council.

3. The AAUP statement on Freedom on Campus as it relates to student demonstrations has been referred to the Student Affairs Committee for study and recommendation.

4. The Faculty Personnel Committee has completed its recommendations to the President on granting of tenure, retention, and granting of leaves with pay.

ATTACHMENTS

1. Report of the Joint Faculty/Staff Personnel Committees, November 24, 1967.

2. Report of the Student Affairs Committee, December 4, 1967. (Attached for Faculty-Staff Council members only. Available on request by calling 2431.)

To: Dr. Corwin Johnson, Chairman
Faculty-Staff Council

24 November 1967

From: Joint Faculty/Staff Personnel Committees
Jim Neal, Dave Grant, Chairmen

Subject: Consultative Procedure for Appointments to Vice Presidents of the College

Copies: Members of the Personnel Committees

We request that the Executive Committee of the Faculty-Staff Council consider the attached proposal which outlines consultative procedures to be followed for appointments to Vice President of the college and if approved we request that this be an agenda item at the next regular meeting of the FSC.

As a background for your consideration, several suggestions were discussed and eventually incorporated in our proposal:

1. The proposal follows very closely Administrative Bulletin 67-1, which outlines the consultative procedure to be followed in appointments of deans of the college, sometimes even using the exact language.

2. Our original charge was to set up procedures for the selection of only the Administrative Vice President. However, our discussion soon indicated that, except for the actual "mix" of the committees, similar procedures could be followed for both the Administrative and Academic Vice Presidents and we might as well do both jobs in the same proposal.

3. In one important respect our proposal differs from the procedure set up for appointing deans. We felt that there ought to be some provision for the President to recommend one or several names to the committee after its initial formation and before wide information dissemination was made of the vacancy. If the committee, through its inquiry and investigation, approved of one or more of such names such a result would be sent to the President and the committee's function would be terminated. However, if the committee did not accept any of the President's recommendations, it would direct him to advertise the vacancy widely and the ordinary routines would then be followed. The thinking of our joint committee was that if the President and the committee agree that they have someone readily available for the job, it is a waste of time and money--perhaps even professionally dishonest--to go through the routine of asking people to apply and interviewing them.

4. If this idea mentioned in 3 seems desirable, we will request that the document on appointment of deans be changed or so interpreted.

<u>Consultative Procedure for Appointments to Vice Presidents of the College</u>

1. When a vacancy occurs in a Vice President position, the President will send a notice of the position vacancy to the chairman of the Faculty-Staff Council and request that a consultative committee be formed.

ATTACHMENT 1

2. Upon receipt of the notice of the position vacancy, the chairman of the Faculty-Staff Council will initiate the formation of a consultative committee using the following procedures:
   a. The committee will be composed of tenured members. Academic Vice President: voting members, one from each school and one from the administrative staff, and one non-voting member from each of the following: Business Management, Student Personnel, Auxiliary Services. Administrative Vice President: voting members, two each from Business Management and Student Personnel, one each from Auxiliary Services and Administrative Staff; and one non-voting member from each school.
   b. Each department or division in the college having voting representation will nominate not more than three candidates for the consultative committee and forward these names to the chairman of the Elections Committee of the Faculty-Staff Council.
   c. Each department or division in the other sectors of the college will nominate not more than two candidates for the consultative committee and forward the names to the chairman of the Elections Committee of the Faculty-Staff Council.
   d. The Elections Committee of the Faculty-Staff Council will conduct an election in each of the schools and divisions. In this election each member will vote for one or two of the candidates from his area as appropriate. The candidates receiving the most votes will be the members of the consultative committee except that there will be no more than the maximum specified number from each department, school, or division.
   e. The consultative committee will select its own chairman.

3. If the President has any nominations to submit, those names will be reviewed by the committee which will then make its recommendation to the President. If the nomination or nominations are not satisfactory or if no nomination is made by the President, the committee will request the President to make formal announcement of the vacancy and follow the usual personnel practices in giving notice of professional vacancies.

4. The President or his 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 he considers not qualified for the position.

5. No appointments to the Academic Vice President or Administrative Vice President will be made except from the list submitted to the consultative committee.

6. The President or his 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 perogative of interviewing candidates.

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

8. The tenured staff and faculty of the area to which the Vice President is to be assigned should be consulted by the President prior to appointment.

9. The committee will be free to report its deliberations to the Faculty-Staff Council in a manner appropriate to the handling of professional personnel matters.