

1 **DRAFT 5/6/2019 Policy on Hiring and Promotion of Academic Administrators:**

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3 **Reason for Policy**

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5 Participation by faculty and other university constituencies in the hiring of administrators  
6 who have significant academic responsibilities or impacts is essential. Such  
7 participation derives from the principle of shared governance and from the desirability of  
8 ensuring that these administrators start off with buy-in and support from those with  
9 whom they will be working.

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11 **Policy:**

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13 **1. Overview**

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15 This policy establishes rules for searches for new hires and promotions of academic  
16 administrators.

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18 **2. Positions covered by this policy**

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20 These lists are subject to technical correction in the case of title changes, and to  
21 additions and subtractions in the case of new or substantially modified positions, after  
22 consultation with the Senate Leadership.

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24 **Category A: Administrators with top level university-wide academic**  
25 **responsibilities:**

26 Provost & Senior Vice President  
27 Executive Vice Provost for Academic Affairs  
28 Dean of the College of Arts and Sciences

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30 **Category B: Administrators with lower-level university-wide academic**  
31 **responsibilities and impact and significant administrative work**

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33 Vice President for Equity and Inclusion  
34 Vice President for Finance and Administration  
35 Vice President for Research and Innovation  
36 Vice President for Student Life  
37 Vice President for Student Services & Enrollment Management  
38 Vice Provost for Undergraduate Studies  
39 Vice President for Student Affairs  
40 Executive Vice Provost for Academic Operations

41 Vice Provost for Academic Initiatives  
42 Faculty Athletics Representative  
43 Dean of University Libraries  
44 Vice Provost & Dean of the Graduate School  
45 Vice Provost Undergraduate Education & Student Success  
46 Vice Provost & Dean for Global Engagement  
47 Vice Provost for UO Portland

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49 **Category C: Administrators with academic responsibility for specific**  
50 **colleges etc.:**

51 Deans of Colleges and CAS divisions  
52 Vice President and Executive Director of Knight Campus

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54 **2. Pre-search Process**

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56 Upon learning of a position vacancy or upcoming vacancy or the creation of a new  
57 position at the level of those listed in Part 1, the Hiring Official (i.e. the President or  
58 Provost) will meet with the Senate Leadership (VP, President, and Immediate Past  
59 President), the Academic Council (AC) and the President's Faculty Advisory Council  
60 (FAC), the Senate Executive Committee, as well as other groups as appropriate such  
61 as the OA Executive Committee and college or unit advisory committees.

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63 The Hiring Official will consult with these groups and give due consideration to including  
64 students, staff, OA's, research faculty and librarians etc. on search committees as  
65 appropriate, and will also consult on matters such as:

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  - the size and apportionment of the search committee (numbers of faculty, OAs,  
68 staff, students, etc.
  - whether to search for an interim or permanent replacement
  - 70 ● whether to have an internal or national search
  - 71 ● whether to have an open or confidential search

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73 The Hiring Official will have the final say in these matters except as regards the  
74 membership provisions in Section 3.

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76 **3. Search Committee Membership**

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78 The Hiring Official will appoint the Chair(s) of search committees.

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80 For the purposes of this policy “Faculty” means those with active 0.5 or greater FTE as  
81 tenured, tenure track, or career faculty in academic units, including research faculty and  
82 librarians and department heads.

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#### 84 **Searches for category A: (Top-level)**

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- 86 ● The majority of the search committee will consist of Faculty members.
- 87 ● At least 2 of the Faculty members shall be selected by the Hiring Official  
88 from current voting senators, from a list of at least 3 provided by the  
89 Senate Leadership after an open call to the Senate for nominations.
- 90 ● At least one of the Faculty members shall be a member of the Academic  
91 Council, elected by the AC.
- 92 ● The remaining Faculty members will be selected by the Hiring Official in  
93 consultation with the Senate Leadership.
- 94 ● The search committee will include at least one Officer of Administration  
95 selected in consultation with the OA Executive Committee. The Hiring  
96 Official is encouraged to add staff and student members as well.

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#### 98 **Searches for category B: (Significant non-academic responsibilities)**

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- 100 ● The search committee will include at least 3 Faculty members.
- 101 ● At least one of the Faculty members shall be selected by the Hiring Official  
102 from current voting senators, from a list of at least 2 provided by the  
103 Senate Leadership after an open call to the Senate for nominations.
- 104 ● At least one of the Faculty members shall be a member of the Academic  
105 Council, elected by the AC.
- 106 ● The remaining Faculty members will be selected by the Hiring Official in  
107 consultation with the Senate Leadership.
- 108 ● The search committee will include at least two Officers of Administration  
109 selected in consultation with the OA Executive Committee and one  
110 classified staff member selected by the Hiring Official in consultation with  
111 the Senate Leadership. The Hiring Official is encouraged to add student  
112 members as well.

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#### 114 **Searches for category C: (Deans etc.)**

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- 116 ● The majority of the search committee will consist of Faculty members.
- 117 ● At least one of the Faculty members shall be selected by the Hiring Official  
118 from current voting senators, from a list of at least 2 provided by the  
119 Senate Leadership after an open call to the Senate for nominations.

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- At least one of the Faculty members shall be a member of the Academic Council, elected by the AC.
  - At least two Faculty members shall be elected by the Faculty members of the relevant college or academic unit.
  - The search committee will include at least one Officer of Administration selected in consultation with the OA Executive Committee. The Hiring Official is encouraged to add staff and student members as well.

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#### 128 **4. Work and Report of the Search Committee**

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130 The search committee chair(s) will give the Hiring Official a written report on each  
131 finalist's strengths and weaknesses, prepared with input from all search committee  
132 members.

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#### 134 **5. Processes for Interim Searches**

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136 For an interim search, the goal is to quickly identify a short list of candidates and make  
137 an appointment informed by input from the university community to the extent  
138 practicable. At a minimum the University President or Provost will consult with the  
139 Senate Leadership, the FAC, and the AC, as well as other groups as appropriate such  
140 as the OA council leadership, the Senate Executive Committee, and college or unit  
141 advisory committees.