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Report of the Joint Ad Hoc Committee on Administrative Searches and Promotions

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UNIVERSITY OF RHODE ISLAND
Kingston, Rhode Island
FACULTY SENATE
BILL

Adopted by the Faculty Senate

TO: President Robert L. Carothers

FROM: Chairperson of the Faculty Senate

1. The attached BILL, titled Report of the Joint Ad Hoc Committee on Administrative Searches and Promotions, is forwarded for your consideration.
2. The original and two copies for your use are included.
3. This BILL was adopted by vote of the Faculty Senate on March 25, 1993 (date).
4. After considering this bill, will you please indicate your approval or disapproval. Return the original or forward it to the Board of Governors, completing the appropriate endorsement below.
5. In accordance with Section 10, paragraph 4 of the Senate's By-Laws, this bill will become effective April 15, 1993, three weeks after Senate approval, unless: (1) specific dates for implementation are written into the bill; (2) you return it disapproved; (3) you forward it to the Board of Governors for their approval; or (4) the University Faculty petitions for a referendum. If the bill is forwarded to the Board of Governors, it will not become effective until approved by the Board.

March 26, 1993
(date)

Leonard M. Kahn
Leonard M. Kahn
Chairperson of the Faculty Senate

ENDORSEMENT

TO: Chairperson of the Faculty Senate

FROM: President of the University

Returned.

- a. Approved ✓ .
- b. Approved subject to final approval by Board of Governors _____.
- c. Disapproved _____.

3-30-93
(date)

[Signature]
President

UNIVERSITY OF RHODE ISLAND
Kingston, Rhode Island

FACULTY SENATE

Report of the Joint Ad Hoc Committee
on Administrative Searches and Promotions

March 1993

The Joint Ad Hoc Committee on Administrative Searches and Promotions (JAH-CASP) was established during the 1992-93 academic year and was charged as follows:

With regard to the positions of Provost, Vice Provost, Assistant Provost, Vice President, Assistant Vice President, Dean, Associate Dean and Assistant Dean, the committee shall examine procedures and process for external searches, internal searches and promotions; shall recommend language to clarify existing policy or procedures; and propose any changes in policies or procedures which they deem necessary and proper.

JAH-CASP has met several times, has consulted with the President and with the Affirmative Action Officer and has considered suggestions by Professor Alvin Swonger, former President of the URI AAUP and Professor Leonard Kahn, Chairperson of the Faculty Senate. JAH-CASP's conclusions and recommendations are as follows:

1. Sections 2.11.10-11 and 2.12.10 of the UNIVERSITY MANUAL. We recommend no change.

Rationale: Sections 2.11.10-11 and 2.12.10 of the UNIVERSITY MANUAL differentiate between Administrative Officers (all of the list in **boldface** except those with Assistant or Associate in their titles) and Administrative Staff (those designated Assistant or Associate). JAH-CASP considers this an appropriate differentiation between administrators with mainly line responsibilities and those with mainly staff duties, and recommends that it be applied consistently throughout the UNIVERSITY MANUAL.

2. That section 2.14.10 of the UNIVERSITY MANUAL be amended to read (change in **boldface**):

"Whenever an administrative officer position becomes vacant ..."

Rationale: Section 2.14.10 mandates searches for administrative positions without differentiating between Officer and Staff positions. In recent history URI has almost always conducted a full national search for

Administrative Officers, and has generally conducted an internal search for Administrative Staff, going outside principally for affirmative action concerns or when local pools did not contain qualified candidates. JAH-CASP believes that full national searches should continue to be conducted to fill vacant Administrative Officer Positions. Since under some circumstances the President will want to appoint someone rapidly and temporarily to an Administrative Officer position, JAH-CASP also believes that the President should continue to have discretion to appoint someone to an Administrative Officer Position without search for a single period not to exceed one year, and that such appointments will be followed by a full national search.

3. JAH-CASP proposes that the following sections be added to the UNIVERSITY MANUAL:

2.14.20 Appointment of Assistant Provost, Assistant Vice Presidents and Assistant and Associate Deans. Whenever an Assistant or Associate position becomes vacant there will be an Affirmative Action Search conducted by the administrative unit in compliance with Affirmative Action hiring procedures.

2.14.21 Under most circumstances internal searches will be conducted. External searches may be conducted when the available pool is not sufficiently diverse or when a concerted effort is made to increase the number of underrepresented groups in these positions.

2.14.22 The search committee shall be comprised of at least five members who are representative of the unit or of the faculty of the College. Each search committee shall also include appropriate staff and student representation. The search committee shall be appointed by the Provost, Vice President or Dean of the College in consultation with the Affirmative Action Officer.

2.14.23 The search process must be open with at least a two week posting period for internal searches and a reasonable and appropriate length of time for external searches.

2.14.24 The search committee shall assemble a suitable list of candidates from the applicant pool, screen the candidates by reviewing their qualifications and make recommendations regarding the candidates to the Provost, Vice President or Dean.

2.14.25 Appointment shall be made by the Provost, Vice President or Dean from a list of candidates recommended by the search committee.

Rationale: (a) The President, Provost, Vice Presidents and Deans should have the discretion to search internally for administrative staff positions. These should be viewed as open internal searches rather than promotions, even though recent tradition of the Department of Human Resource Administration has inconsistently termed such appointments promotions. Internal search procedures may in some circumstances be among the most effective ways of advancing the cause of affirmative action on a university campus.

(b) JAHCASP considers that at minimum internal searches should continue to be conducted to fill vacant Administrative Staff Positions. However, the President should always have discretion to require a regional or national search for a particular Administrative Staff Position.

(c) Traditions regarding procedures for internal searches are not codified, and vary widely across the university. JAHCASP feels that some standards of minimal expectations should be codified, and that the procedures for internal searches should appropriately mirror those used for full national searches.

NOTE: The Committee is reporting on the basis of its original charge and its recommendations are not meant to comment upon or restrict any subsequent considerations to reorganize or restructure the University. The recommendations would not preclude any agreements being reached between the Administration and unions where existing positions are replaced by new positions and incumbents are transferred into new positions.

Members of the Committee:

Joel Dain, AAUP appointee (on leave Fall 1992)
David Gitlitz, AAUP appointee, Chair
Wendy Holmes, Faculty Senate appointee
Blair Lord, President's appointee
Kent Morrison, President's appointee
Gail Shea, AAUP appointee (Fall 1992 only)
Michael Vocino, Faculty Senate appointee