

**Regent Policy 3D**

Note: SMALL CAPS TYPE indicates proposed new material added to existing policy; strike type indicates proposed deletions from existing policy.

**Policy 3D: Searches for Officers of the Administration (except Chancellors)**

**3.D.1 Policy Statement**

SEARCH COMMITTEES ARE MANDATED WHEN VACANCIES OCCUR IN OFFICER OF THE ADMINISTRATION POSITIONS AS DEFINED IN ARTICLE 3, PART C OF THE LAWS OF THE REGENTS. IT IS AT THE DISCRETION OF THE SUPERVISING AUTHORITY TO DECIDE THE LENGTH OF THE SEARCH AND IF POSTING FOR INTERNAL CANDIDATES ONLY. SEARCHES FOR CHANCELLORS ARE DETAILED IN REGENT POLICY 3.C, AND ALL OTHER SEARCHES FOR THE OFFICER OF THE ADMINISTRATION POSITIONS ARE GOVERNED BY THIS POLICY.

- (A) Vacancies for these positions shall be filled in accordance with this regent policy.
- (B) QUALIFIED internal applicants shall be given the opportunity to compete with qualified external candidates.
- (C) All searches must be conducted in a timely and professional manner that respects the rights of candidates to confidentiality, to the extent permitted by law.
- (D) ALL SEARCHES ARE MANAGED BY THE RESPECTIVE CAMPUS OR SYSTEM ADMINISTRATION.

**3.D.2 Definitions**

- (A) Supervising authority - The supervising authority is the individual or body to whom the employee directly reports.
- (B) OFFICERS OF THE ADMINISTRATION – OFFICERS OF THE ADMINISTRATION ARE DEFINED IN ARTICLE 3, PART C OF THE LAWS OF THE REGENTS, AND INCLUDE THOSE INDIVIDUALS WHO HOLD THE TITLE OR INTERIM/ACTING TITLE OF CHANCELLOR; VICE PRESIDENT; ASSOCIATE VICE PRESIDENT; VICE CHANCELLOR; ASSOCIATE VICE CHANCELLOR; ASSOCIATE COUNSEL; AND DEANS OF THE SCHOOLS, COLLEGES, AND LIBRARIES. ARTICLE 3, PART C, PROVIDES THAT, UPON NOTIFICATION TO THE BOARD OF REGENTS, THE PRESIDENT AND CHANCELLORS MAY DESIGNATE POSITIONS OF ASSISTANT VICE PRESIDENT OR ASSISTANT VICE CHANCELLOR AS OFFICERS OF THE ADMINISTRATION.
- (C) Candidate - A person who applies or who consents to be considered for such position upon nomination by another and who is deemed qualified for the position, as determined by the search committee.
- (D) Finalist - A candidate who has agreed to be advanced for final consideration and potential appointment.

**3.D.3 Search Procedures for Officers of the Administration**

- (A) CHANCELLORS. FOR CHANCELLOR SEARCHES, WHO ARE ALSO OFFICERS OF THE ADMINISTRATION, SEE REGENT POLICY 3.C.
- (B) SEARCH CHARGE AND PROCESS. THE CHARGE AND PROCESS OF THE SEARCH COMMITTEE FOR OFFICERS OF THE ADMINISTRATION ARE DEFINED BY THE SUPERVISING AUTHORITY.
- (C) COMPOSITION OF THE SEARCH COMMITTEE. FOR OFFICERS OF THE ADMINISTRATION, THE SUPERVISING AUTHORITY WILL SELECT COMMITTEE MEMBERS REPRESENTING CONSTITUENCIES AFFECTED AND, IF APPROPRIATE, OUTSIDE PERSONS HAVING EXPERTISE IN THE FIELD.
- (D) RECRUITMENT. FOR ALL OFFICERS, THE SEARCH COMMITTEE WILL WORK WITH THE HUMAN RESOURCES REPRESENTATIVE AND THE APPROPRIATE DIVERSITY OFFICER TO ENSURE THAT EFFECTIVE RECRUITMENT MECHANISMS ARE UTILIZED, AND THAT THE COMMITTEE IS PROVIDED INFORMATION RELEVANT TO THE RECRUITMENT OF HISTORICALLY MARGINALIZED OR EXCLUDED GROUPS.