

Regent Policy 3D

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

2 3.D.1 Policy Statement

3 SEARCH COMMITTEES ARE MANDATED WHEN VACANCIES OCCUR IN OFFICER OF THE ADMINISTRATION POSITIONS AS DEFINED IN ARTICLE 3,
4 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
5 IF POSTING FOR INTERNAL CANDIDATES ONLY. SEARCHES FOR CHANCELLORS ARE DETAILED IN REGENT POLICY 3.C, AND ALL OTHER SEARCHES
6 FOR THE OFFICER OF THE ADMINISTRATION POSITIONS ARE GOVERNED BY THIS POLICY.

7 (A) Vacancies for these positions shall be filled in accordance with this regent policy.

8 (B) QUALIFIED internal applicants shall be given the opportunity to compete with qualified external candidates.

9 (C) All searches must be conducted in a timely and professional manner that respects the rights of candidates to
10 confidentiality, to the extent permitted by law.

11 (D) ALL SEARCHES ARE MANAGED BY THE RESPECTIVE CAMPUS OR SYSTEM ADMINISTRATION.

12 3.D.2 Definitions

13 (A) Supervising authority - The supervising authority is the individual or body to whom the employee
14 directly reports.

15 (B) OFFICERS OF THE ADMINISTRATION – OFFICERS OF THE ADMINISTRATION ARE DEFINED IN ARTICLE 3, PART C OF THE LAWS
16 OF THE REGENTS, AND INCLUDE THOSE INDIVIDUALS WHO HOLD THE TITLE OR INTERIM/ACTING TITLE OF CHANCELLOR; VICE
17 PRESIDENT; ASSOCIATE VICE PRESIDENT; VICE CHANCELLOR; ASSOCIATE VICE CHANCELLOR; ASSOCIATE COUNSEL; AND DEANS
18 OF THE SCHOOLS, COLLEGES, AND LIBRARIES. ARTICLE 3, PART C, PROVIDES THAT, UPON NOTIFICATION TO THE BOARD OF
19 REGENTS, THE PRESIDENT AND CHANCELLORS MAY DESIGNATE POSITIONS OF ASSISTANT VICE PRESIDENT OR ASSISTANT VICE
20 CHANCELLOR AS OFFICERS OF THE ADMINISTRATION.

21 (C) Candidate - A person who applies or who consents to be considered for such position upon nomination
22 by another and who is deemed qualified for the position, as determined by the search committee.

23 (D) Finalist - A candidate who has agreed to be advanced for final consideration and potential appointment.

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

25 (A) CHANCELLORS. FOR CHANCELLOR SEARCHES, WHO ARE ALSO OFFICERS OF THE ADMINISTRATION, SEE REGENT POLICY 3.C.

26 (B) SEARCH CHARGE AND PROCESS. THE CHARGE AND PROCESS OF THE SEARCH COMMITTEE FOR OFFICERS OF THE
27 ADMINISTRATION ARE DEFINED BY THE SUPERVISING AUTHORITY.

28 (C) COMPOSITION OF THE SEARCH COMMITTEE. FOR OFFICERS OF THE ADMINISTRATION, THE SUPERVISING AUTHORITY WILL
29 SELECT COMMITTEE MEMBERS REPRESENTING CONSTITUENCIES AFFECTED AND, IF APPROPRIATE, OUTSIDE PERSONS HAVING
30 EXPERTISE IN THE FIELD.

31 (D) RECRUITMENT. FOR ALL OFFICERS, THE SEARCH COMMITTEE WILL WORK WITH THE HUMAN RESOURCES REPRESENTATIVE
32 AND THE APPROPRIATE DIVERSITY OFFICER TO ENSURE THAT EFFECTIVE RECRUITMENT MECHANISMS ARE UTILIZED, AND THAT
33 THE COMMITTEE IS PROVIDED INFORMATION RELEVANT TO THE RECRUITMENT OF HISTORICALLY MARGINALIZED OR
34 EXCLUDED GROUPS.
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