

## **PART SEVEN**

### **THE ROLE OF THE FACULTY IN SELECTING AND EVALUATING ADMINISTRATORS**

#### **7.1 Selection of Administrators**

In accordance with the objectives of shared governance, the following policies and procedures define the involvement of Faculty in the selection of administrators whose work has a direct impact on academic affairs.

##### **7.1.1 Administrative Positions included in this Section**

1. *President of the University* (reporting to the Board of Trustees)
2. *Provost and Senior Executive Vice President for Academic Affairs* (reporting to the President of the University)
3. *Deans of Degree-Granting Colleges and Schools* (reporting to the Provost)
4. *Vice Provost for Research* (reporting to the Provost)
5. *Vice Provost for Academic Affairs\** (reporting to the Provost)
6. *Associate Provost for Graduate Studies\** (reporting to the Provost)
7. *Associate Provost for Undergraduate Studies\** (reporting to the Provost)
8. *Associate Provost for Information Services and Technology/Chief Information Officer\** (reporting to the Provost)
9. *Associate Provost for Continuing Professional Education\** (reporting to the Provost)
10. *Dean of the Albert Dorman Honors College\** (reporting to the Provost)
11. *University Librarian* (reporting to the Provost)
12. *Vice President for Academic Support and Student Services* (reporting to the President)
13. *Associate Vice President for Student Engagement and Dean of Students* (reporting to the Vice President for Academic Support and Student Services)
14. *Associate Vice President for Enrollment Management and Academic Services* (reporting to the Vice President for Academic Support and Student Services)

Note: If the titles or reporting lines of these administrative positions should change, this information shall be updated in the Faculty Handbook.

##### **7.1.2 Internal and External Searches**

All searches to fill administrative positions listed in Section 7.1 shall be external searches except in the following circumstances. When vacancies occur in administrative positions that are marked with an asterisk (\*) in Section 7.1.1, the Provost shall determine whether the initial search to fill the position is to be internal or external. Internal searches shall follow the same procedures as external searches except that the positions shall not be advertised outside the University. In the event that an internal search does not succeed in filling a position, an external search shall be authorized and carried out.

##### **7.1.3 Common Features of Administrative Searches** (other than President of the University)

###### 7.1.3.1 Diversity and Affirmative Action

All hiring must be in compliance with University goals. Equal employment opportunity considerations shall be a component of all administrative searches and recruitment procedures.

###### 7.1.3.2 Timing of the Search

The search committee shall normally be appointed prior to the actual vacancy, and it shall not be appointed later than three months after formal notification or creation of a vacancy.

### 7.1.3.3 Search Committees

Each search committee shall be constituted and charged by the administrator to whom the position reports, in consultation with the Executive Committee of the Faculty Senate. The administrator to whom the search committee reports shall also appoint the Chairperson of the search committee.

Unless otherwise specified below, the composition of search committees for administrative positions listed in Section 7.1.1 shall be as follows. Each search committee shall consist of nine voting members: (1) Five Faculty members shall be selected by the administrator to whom the position reports from a list of at least ten nominees submitted by the Executive Committee of the Faculty Senate. Each list of nominees should be broadly representative of the diverse University community and should include Faculty members from a variety of ranks and from all Colleges and Schools. (2) Four voting members shall be selected by the administrator to whom the position reports from the University community, including at least one academic Dean. The administrator to whom the position reports may also appoint additional non-voting members from the University community or from outside the University, including professionals in the field being filled. The search committee shall include as voting or non-voting members at least one member of the NJIT Instructional Staff and at least one NJIT student.

#### 7.1.3.3.1 Search Committee for the Provost and Senior Executive Vice President for Academic Affairs

The Search Committee for the Provost and Senior Executive Vice President for Academic Affairs shall be appointed by the President of the University in consultation with the Faculty Senate. The President shall determine the size and constitution of the search committee, but it must include at least six voting members chosen by the President from a list of at least ten Faculty members formulated by the Executive Committee of the Faculty Senate. The list of nominees must be broadly representative of the diverse University community and must include Faculty members from all ranks and from all Colleges and Schools. The President shall also select three voting committee members from the University community, including at least one academic Dean. The President may also appoint additional non-voting members.

#### 7.1.3.3.2 Search Committees for Deans of Degree-Granting Colleges and Schools

Dean search committees shall consist of nine voting members chosen as follows: (1) Five Faculty members from the College or School shall be selected by the Provost from a list of at least eight nominations provided by the Executive Committee of the Faculty Senate. The list should be broadly representative of the College or School, with nominees from all constituent units and all Faculty ranks. (2) Two Faculty members from outside the College or School shall be selected by the Provost from a list of at least four nominees provided by the Executive Committee of the Faculty Senate. (3) The Provost shall select two additional voting members from the University, including at least one academic Dean. The Provost may appoint additional non-voting members from the University, including University Lecturers, members of staff, and students. The Provost may also appoint appropriate non-voting members from outside the University, including a member of the College or School's Board of Visitors.

#### 7.1.3.4 The Search Procedure

The search committee shall invite at least three promising candidates to the campus to meet and discuss issues with members of the University community. At least one session shall be devoted to meeting with appropriate members of the Faculty and Instructional Staff, whose input shall be solicited and considered. When the search committee has completed its work, it shall send an unranked list of acceptable candidates to the administrator to whom it reports.

#### **7.1.4 Selection of Other University-Wide Administrators**

In the selection of all other Vice Presidents and university-wide administrators, the President and Provost shall seek input and feedback from the Faculty Senate and appropriate Faculty members.

#### **7.1.5 Interim and Acting Positions**

##### 7.1.5.1 Interim Positions

Until a permanent replacement takes office, a vacant administrative position listed in Section 7.1.1 shall be filled by an interim officer appointed by the administrator to whom the position reports. Nominations provided by the Executive Committee of the Faculty Senate and/or by members of the Faculty shall be considered in this process. Interim appointments shall not normally be made for more than one academic year. When an interim administrator is needed for a longer period, the Executive Committee of the Faculty Senate shall be consulted about the best course of action.

##### 7.1.5.2 Acting Positions

Acting positions are short-term appointments made when the permanent appointee expects to return following a period of temporary absence due to an emergency, temporary assignment to another position, or sabbatical or other leave. Appointments to acting positions listed in Section 7.1.1 shall be made by the administrator to whom the position reports, in consultation with the Executive Committee of the Faculty Senate. Acting appointees normally should not hold office for more than one year. An acting appointment may be extended only once and only after the process for appointing a permanent or an interim administrator, as defined above, has been initiated.

#### **7.1.6 Selection of the President of the University**

##### 7.1.6.1 Constitution of the President Search Committee

The President Search Committee shall be appointed by the Board of Trustees and shall include representatives from Faculty, administration, alumni, students, and the Board itself. The Faculty members on the search committee shall be appointed from a list of nominees submitted by the Faculty Senate. This list should be broadly representative and include nominees from all Colleges and Schools.

##### 7.1.6.2 The Search Procedure

The search committee shall invite promising candidates to the campus to meet and discuss issues with the Board of Trustees and with the University community as a whole. At least one session shall be devoted to meeting with the Faculty, whose input shall be solicited and considered. When the search committee has completed its work, it shall send an unranked list of acceptable candidates to the Board of Trustees.

### 7.1.6.3 Appointment by the Board of Trustees

Before making the appointment, the Board of Trustees shall consult with the Provost, the Dean, and the Department P&T Committee of the Department in which the nominee will be appointed, to determine the Faculty rank and tenure status of the appointment. The appointment of the President must be made with tenure, at or above the rank of Professor. If appointment at the rank of Distinguished Professor is under consideration, the approval of the Distinguished Professors Committee must be obtained.

**[Note: After the Board of Trustees has devised and posted a written presidential search process that articulates the role of the Faculty in the selection of a new President of the University, as recommended in the report by the consultant hired by the University, Section 7.1.6 shall be revised to document the role of the Faculty in the presidential search process.]**

### ***7.2 Faculty Evaluation of Administrators***

With the knowledge and cooperation of the President of the University, the Faculty Senate shall conduct periodic Faculty evaluations (at least every three years) of the President of the University, the Provost, Vice Presidents, Deans, and Department Chairpersons. The Faculty Senate, after consultation with the President of the University, may also conduct Faculty evaluations of other administrators whose positions have an impact on academic affairs. The sealed results of the evaluations shall be delivered to the President of the University, who shall be responsible for distributing each set of results to the person who has been evaluated and to his/her immediate supervisor, for the purpose of improving University administration.