



CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS ADMINISTRATIVE POLICY MANUAL

Finance & Administration

Approved By: <Office Use Only>
<Office Use Only>

Policy Number: <Office Use Only>

Effective Date: <Office Use Only>

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Policy on Composition of MPP Search Committees

PURPOSE:

To ensure that there is broad awareness and input in decisions that affect hiring for campus leadership positions, typically at the level of Associate Dean or Director and higher.

BACKGROUND:

During the accreditation process WASC commended the campus practice of broad, cross-campus inclusion in decision-making in general and specifically in the hiring process for upper-level administrators. To insure this innovative aspect of the campus was institutionalized and not subject to subsequent changes in campus leadership they recommended creating a policy that formalized this cross-campus collaboration.

AS-2699-05/FA - May 5-6, 2005

Title 5 CA Code of Regulations, § 42723

Higher Education Employer-Employee Relations Act (HEERA) Title 5

POLICY:

Accountability:

Human Resources, Division Vice Presidents, Chairs of MPP search committees

Applicability:

This policy applies to California State University Channel Islands (CSUCI) staff and faculty responsible for conducting searches for MPP Level III and IV positions on campus and specifically designated Level II positions.

Definition(s):

Management Personnel Plan (MPP) - The CSU MPP is an integrated personnel system addressing the employment rights, benefits, and conditions of those CSU employees designated as "management" or "supervisory" under HEERA.

Cabinet Areas: Academic Affairs, Advancement, Finance and Administration, Instructional Technology (IT), and Student Affairs



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Text:

A search committee, with a well-defined charge, will be assembled by the appointing supervisor, in consultation with the Cabinet Area Vice President or head. The list of search committee members will be approved by the division Vice President *before* potential members are asked to serve.

While search committee composition necessarily varies to suit the position, the number and composition of members will contain an appropriate mix of faculty, students, and staff (as well as possibly others) relevant to the function of the position, as deemed by the Vice President.

This policy affects search committees for MPP positions at level of III and IV. It also affects MPP level II positions that the Vice President deems includes duties that involve strong interaction with cross campus constituents. For these searches membership will include at a minimum:

1. A representative from the functional area where the vacancy occurs
2. A representative from the tenure track or full time lecturer faculty.
3. MPP representatives from two of the other Cabinet Areas.
4. A student representative vetted through ASI and the Vice President for Student Affairs or his/her designee.

The search committee for a Vice President will be appointed by the President utilizing similar guidelines.

Nothing in this policy should be construed to limit the search committee membership should a hiring supervisor or Cabinet area head wish to establish a more broadly constituted search committee.

EXHIBIT(S): None.