

UNIVERSITY OF KENTUCKY ADMINISTRATIVE REGULATIONS	IDENTIFICATION AR II-1.0-8	PAGE 1
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**PROCEDURES FOR SEARCH COMMITTEES FOR CHIEF
ADMINISTRATIVE OFFICERS OF EDUCATIONAL
UNITS***

A search committee charged with making recommendations on the appointment of the chief administrative officer of an educational unit shall operate under the following minimum guidelines and procedures which have been prescribed by the President after consultation with the Senate Council and the Community College Council.

A. The number and types of members of a search committee shall be established by the appointing administrative officer after consultation with groups and or individuals as specified in PART VIII.A.3 of the Governing Regulations.

B. A search committee, with the possible exception of one to recommend on the appointment of a director of a multidisciplinary research center or institute, shall have at least one student member.

C. A search committee shall, as a minimum, provide the faculty members of the concerned educational unit with a reasonable opportunity for each of the following:

1. To recommend possible candidates for the position;
2. To meet with any seriously considered candidate who is interviewed by the committee on campus; and
3. To express their opinions to the committee about the candidates whom they have met (such expressions are to reflect the opinion of concerned individuals and should be made known to the committee within a relatively short time).

D. A search committee is expected to maintain confidentiality with respect to its work and considerations. The committee also shall honor the request of any person to have one's candidacy remain confidential except to those involved in the selection process, until such time the person becomes a seriously considered candidate.

* The term "educational unit" includes any department, school, interdisciplinary instructional program, multidisciplinary research center or institute, graduate center, college, community college, division of a community college, or other unit equivalent to one of these.

E. It is the affirmative action policy of the University that no candidate for a position shall be accorded preferential treatment or be discriminated against on the basis of characteristics which are not pertinent to the performance of the duties of the position.

F. It is the role and responsibility of the search committee exclusively to make the final recommendations on candidates with supporting rationale to the administrative officer who appointed the committee.