



Procedures for Search Committees for Chief Administrative Officers of Educational Units¹

I. Introduction

This regulation establishes the minimum guidelines and procedures for search committees charged with making recommendations on the appointment of the chief administrative officer of an educational unit. These guidelines and procedures have been prescribed by the President after consultation with the Senate Council.

II. Guidelines and Procedures

- 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 *Governing Regulation VIII.A.3*.
- B. A search committee, with the possible exception of those that make recommendations 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 his or her candidacy remain

¹ The term "educational unit" includes any department, school, interdisciplinary instructional program, multidisciplinary research center or institute, graduate center, college, or other unit equivalent to one of these.

confidential except to those involved in the selection process, until such time the person becomes a seriously considered candidate.

- E. It is the 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.

References and Related Materials

GR VIII, University Appointments

Revision History

1/5/1978, 12/10/1985, 6/4/2012

For questions, contact: [Office of Legal Counsel](#)