

**UA BILL 4-17  
DATED FEBRUARY 12, 1975**

**VACANCIES IN ADMINISTRATIVE OFFICES**

This bill pertains to the search and selection of person to fill vacancies in administrative positions. Upon notification of an administrative vacancy in the offices listed below (or the equivalent) the appropriate administrative officer shall reach agreement with the Speaker of the Assembly (or the equivalent) in determining the number of faculty, students and staff to serve on an advisory committee for the search and selection of a person to fill the vacancy. Members of the committee shall be selected in a manner determined by the particular constituent senate (or its equivalent) in consultation with the appropriate administrative officer. The make-up of the committee shall follow the guidelines specified below with each constituency having some representation. The search committee and the appropriate administrative officer shall determine criteria for the position to insure that persons recruited are professionally qualified. The search committee shall provide ample opportunity for interested parties to have input in establishing these criteria and to meet with and comment upon the candidates. All procedures followed shall be in accord with the University's Affirmative Action policy.

The representation on a search committee shall reflect the concerns of the constituency most affected by the person chosen to fill the position. For example, faculty shall be in the majority on search committees such as the following: President, Vice President for Academic Affairs, and the Deans of Academic Programs, Educational Services, and Public Affairs and University Librarian. Students shall be in the majority on search committees such as the following: Dean of Students and the Associate Dean of Students. Staff shall be in the majority on search committees such as the following: Vice President for University Relations, Officer of Broadcast Services, Vice President for Business and Administrative Services, officers of Physical Planning and Operations, Business Operations, Management Information Systems and Computer Services, and the Comptroller.

In filling vacancies in other administrative positions (Dean of Admissions, Registrar, Affirmative Action Officer, Officers of Alumni and Community Relations, Public Information and Publications, etc...) the appropriate administrative officer shall consult with the appropriate constituent senate(s).