Resolution on Major Administrative Positions

WHEREAS, the Statutes of the University of Illinois provide that the campus senate shall have a role in the process of filling major administrative positions; and

WHEREAS, the campus has been following procedures outlined in SSU University Assembly Bill 4-17 approved February 12, 1975; and

WHEREAS, the University of Illinois has developed policies and procedures for the search of major administrative positions which includes the “Report of Select Committee to Review Search Procedures for Major Administrative Positions” dated Sept 13, 1991; and

WHEREAS, there has been a recognition of the need to clarify the existing procedures,

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

VACANCIES IN UIS CAMPUS MAJOR ADMINISTRATIVE POSITIONS

SECTION 1. Purpose and Scope

A. The purpose of this policy is to promote educational quality and the principles of shared governance through interdependence, communication, and joint action among the constituents of the UIS campus and the university in searches for major administrative positions.

B. This policy pertains to the search and selection of persons to fill vacancies in all UIS major administrative positions. The Chancellor and the Steering Committee shall periodically agree to which positions this policy applies in a letter of understanding. In the case of a conflict between this policy and the Statutes, the Statutes govern. Additional search procedures for UIS major administrative positions searches that are not inconsistent with this policy may be adopted.
SECTION 2. Composition of the Search Committee

A. Upon notification of a vacancy in a major administrative position, the appropriate administrative officer shall reach agreement with the Chair of the Campus Senate to determine the number of faculty, staff, academic professionals, administrators and students to serve on an advisory committee for the search and selection of a person to fill the position. Each constituent senate (or equivalent) shall determine the manner of selecting its members for the search committee. Unless the Statutes provide otherwise, the campus administration will select administrators.

B. For vacancies in Academic Affairs, the faculty shall comprise the majority of the search committee, which will include at least one student, staff, academic professional, and administrator.

C. For vacancies in Student Affairs, faculty, staff, academic professionals, and administrators shall comprise the committee in proportion to their constituent interests. At least one student shall serve on the search committee.

SECTION 3. Criteria for the Position

The position description including the minimally required qualifications shall be established by the appropriate administrative officer. The search committee, the appropriate administrative officer, and in the case of a search for a Chancellor, the Board of Trustees, shall review the position description and jointly determine the criteria for the assessment of candidates for the position. Criteria shall include the requisite qualifications to insure that the major needs of the campus or university vis-à-vis the position are realized and to insure that the person who fills the vacancy is professionally qualified to fulfill the responsibilities of the position. The search committee shall provide ample opportunity for interested parties to have input into identifying the major needs of the campus or university vis-à-vis the position and to establishing the criteria.

SECTION 4. Process Requirements

A. All search committee members will abide by strict confidentiality.

B. In the case of search for Chancellor, it is expected that the Board of Trustees which has the legal power of appointment will select a candidate from among those recommended by the search committee or will agree that no person will be chosen over the objections of the search committee. For all other positions, no candidate shall be selected without having come from the pool with a positive recommendation from the search committee.
C. Within the limits of confidentiality, the search committee shall periodically report to the Senate and the campus community on the status of the search.

D. All finalists for a major administrative position shall meet with campus constituencies.

E. Relevant search guidelines established by the campus shall apply. Search committees for major administrative positions may follow or adopt other search procedures that are not inconsistent with this policy.

**SECTION 5. Access and Equal Opportunity**

All procedures followed shall be in accord with the campus and university’s Access and Equal Opportunity policies.

**SECTION 6. Repeal of University Assembly Bill 4-17**

University Assembly Bill 4-17 is hereby repealed.