

## **Guidelines for the Composition and Formation of Search Committees for Executive and Administrative Positions**

### **Introduction:**

The overarching goal in any search conducted by the College is to insure the selection of the most qualified candidates possessing the skills and abilities to provide effective leadership and advance the college's interests. Responsibility for this important selection process is shared by the faculty and administration of the College.

The purpose of this document is to set forth the guidelines to be followed in determining representation on search committees involved in the selection of executive (ECP) and administrative (HEO Series Titles) positions at John Jay College. It is incumbent on the Chairperson of each search committee to be mindful of the level of interaction between the faculty and a particular administrative/executive position in order to assure the appropriate level of faculty representation on a given search committee. The guidelines are also intended to facilitate the formation of such search committees in a timely manner. There are many reasons for the inclusion of faculty in the composition of a search committee involved in the selection of an administrative position. Among these reasons are: the nature of the position is such that the incumbent assumes full administrative responsibility for some major area of college activity that impacts upon the entire college community; the nature of the position involves significant contact with members of the faculty; the candidate sought will work in or be responsible for an area of the college that faculty have particular expert knowledge by virtue of their research or work experience.

### **General Guidelines:**

1. Executive titles at the College fall into the following broad categories, as contained in the Executive Compensation Plan: Vice President (including Assistant and Senior Vice President); Dean (including Assistant and Associate Dean); and Administrator (which includes: Assistant and Associate Administrator). All searches committees for the position of Vice President will be formed by the President. All search committees for the positions of Dean and Administrator will be formed by the appropriate Vice President, after consultation with the President. This will include the naming of an appropriate chair of the committee. Search committees for these positions will always include faculty representation, following the procedures set forth in this memorandum (paragraph 4).

In addition, for all Executive Searches, the AVP for Administration is responsible for facilitating the process including serving as the main contact for candidates and search firms if applicable, and is the sole College representative authorized to negotiate compensation. The AVP for Administration will also be the sole college representative authorized to negotiate compensation for HEO positions.

2. Administrative titles at the College are stratified over four contractual titles in the Higher Education Officer Series. The titles are delineated primarily by the position's scope of responsibility and the level of independent decision-making ability required. Three of these titles -- Assistant to HEO, HE Assistant, and HE Associate -- will not automatically require faculty participation on search committees although, at the discretion of the appropriate Vice President, faculty may be added to the search committee to bring that perspective to the recruitment process. Those faculty shall be selected after consultation with the Faculty Senate.

3. For all searches for positions at the Higher Education Officer rank, faculty participation will be required, following the procedures set forth in this memorandum (paragraph 4). However the President of College, after consultation with the President of the Faculty Senate, may determine to waive this provision because of the nature of the position being searched.
4. When faculty participation is required as set forth above, the executive establishing the search committee shall notify the President of the Faculty Senate that a search will commence, the composition of the search committee (including the number of faculty members), and the timing of the search process. As part of this communication, the executive will discuss the scope of the search, the nature and requirements of the position to be filled, the particular qualities needed among the search committee members, and the names of others already named to the search committee.
5. The Faculty Senate (or its Executive Committee) will then nominate faculty members for consideration. The President, or the executive establishing the search committee, after consultation with the President, will then act on those nominations.
6. The search process for executive and administrative positions is a lengthy one, involving formulation of job descriptions, approval from the University Classification Office, a sixty day posting period, and the resume review and interview process. For these reasons, it is critical that the College establish search committees in a timely way to facilitate continuity of College operations. In the case where the process for naming faculty representatives would be unduly delayed (e.g., during intersession or summer session) and there is a compelling reason for the expeditious formation of a search committee, the College President, or the executive establishing the search committee, shall ask the President of the Faculty Senate to nominate the faculty members.