

CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA  
ACADEMIC SENATE

FACULTY AFFAIRS COMMITTEE

REPORT TO

THE ACADEMIC SENATE

FA-001-178

Amendment to Policy 1310: Policy on Management Personnel Plan (MPP) Appointments

Faculty Affairs Committee

Date:

Executive Committee  
Received and Forwarded

Date: 04/04/2018

Academic Senate

Date: 04/11/2018  
First Reading  
05/02/2018  
Second Reading

## **Background**

The campus is beginning a search for a new Registrar. The current policy (1310) on MPP appointments details, in section 12, the compositions of search committees for positions reporting to

- the president
- the provost
- a dean
- a vice president outside of academic affairs

The Registrar, who reports to the AVP of Enrollment Management and Services, is not covered by this policy. There may also be other MPP positions of this type (those who report to an AVP) where a search committee is appropriate and the composition of the search committee needs to be clarified.

The suggestion has been made by the current Interim VP of Enrollment Management that the search committee for the Registrar could be considered to be similar to positions reporting to a dean, and the Executive Committee has agreed in this particular case. However these decisions should, in the future, be supported by a uniform policy on the composition of these search committees.

## **Resources Consulted**

Rosalinda Velasco, Interim Director of Academic Personnel  
Sepehr Eskandari, Ph.D. Interim Associate Vice President for Academic Planning and Faculty Affairs

## **Discussion**

As charged, the Faculty Affairs Committee has suggested changes to the current policy (1310) to hire an MPP that reports to an AVP (such as the Registrar). The recommended hiring committee (see below) was based on the existing language from 1310 regarding hiring a position in which the person being hired reports to a Dean.

[Prior to the second reading it was suggested that the language related to a minimum of two weeks for the length of the search be eliminated. With the elimination of the language the length of the search will be governed by the standard HR practice of 30 days for job ads.](#)

## **Recommendation**

The Faculty Affairs Committee recommends adopting the following updated to 1310:

## COMPOSITION OF SEARCH COMMITTEES FOR POSITIONS REPORTING TO ASSOCIATE VICE PRESIDENTS WITHIN ACADEMIC AFFAIRS

The search committee to fill positions reporting to Associate Vice Presidents within Academic Affairs (such as the Registrar) shall consist of the following:

- a) Two persons including a permanent staff member selected by the supervising AVP.
- b) Three full-time tenured or tenure track faculty members selected by the Executive Committee of the Academic Senate
- c) One student, if deemed appropriate by the appointing officer, selected as provided in 12.1(g).

~~A search, which is at least campus-wide in scope and for a minimum of two weeks in length, shall be initiated.~~ The position announcement shall be widely publicized and shall include a description of the duties of the position as well as required/preferred qualifications.

Appointments to the positions of Director or other administrative positions reporting to an AVP shall be made by the AVP, with the approval from the Provost.