Policy on Hiring and Promotion of Academic Administrators:

Motivation:

Participation by faculty and other university constituencies in the hiring of administrators who have significant academic responsibilities or impacts is essential. Such participation derives from the principle of shared governance and from the desirability of ensuring that these administrators start off with buy-in and support from those with whom they will be working.

1. Positions covered by this policy

These lists are subject to technical correction in the case of title changes, and to additions and subtractions in the case of new or substantially modified positions, after consultation with the Senate Leadership.

A: Administrators with top level university-wide academic responsibilities:
- Provost and Senior Vice President
- Executive Vice Provost for Academic Affairs
- Dean of the College of Arts and Sciences

B: Administrators with lower-level university-wide academic responsibilities and impact:
- Vice President for Equity and Inclusion
- Vice President for Finance and Administration
- Vice President for Research and Innovation
- Vice President for Student Life
- Vice President for Student Services & Enrollment Management
- Vice Provost for Undergraduate Studies
- Vice President for Student Affairs
- Executive Vice Provost for Academic Operations
- Vice Provost for Academic Initiatives
- Faculty Athletics Representative
- Dean of University Libraries
- Dean of the Graduate School

C: Administrators with academic responsibility for specific colleges etc.:
- Academic Deans
Vice President and Executive Director of Knight Campus
Museum Directors?

Other positions, not specifically covered by this policy,

2. Pre-search Process

Upon learning of a position vacancy or upcoming vacancy or the creation of a new position at the level of those listed in Part 1, the Hiring Official (i.e. the President or Provost) will meet with the Senate Leadership (VP, President, and Immediate Past President), the Academic Council (AC) and the President’s Faculty Advisory Council (FAC), as well as other groups as appropriate such as the OA council leadership, the Senate Executive Committee, and college or unit advisory committees.

The Hiring Official will consult on and give due consideration to including students, staff, OA’s, research faculty and librarians etc. on search committees as appropriate, and will also consult on matters such as:

- whether to search for an interim or permanent replacement
- whether to have an internal or national search
- whether to have an open or confidential search
- the size and composition of the search committee, i.e. how many faculty etc.

The Hiring Official will have the final say in these matters except as regards the membership provisions in Section 3.

3. Search Committee Membership

The Hiring Official will appoint the Chair(s) of search committees.

For the purposes of this policy “Faculty” means those with active 0.5 or greater FTE as tenured or career faculty in academic units, including research faculty and librarians and department heads.

Searches for category A:

The majority of the search committee will consist of Faculty. At least 2 of the Faculty members shall be selected by the Hiring Authority from current elected senators, from a list of at least 4 provided by the Senate Leadership, after an
open call to the Senate. At least one shall be a member of the Academic Council, elected by the AC. The remaining faculty members will be selected by the Hiring Official in consultation with the Senate Leadership.

**Searches for category B:**

The search committee will include at least 2 Faculty members selected by the Hiring Authority from current elected senators, from a list of at least 4 provided by the Senate Leadership, after an open call to the Senate. At least one shall be a member of the Academic Council, elected by the AC. The remaining faculty members will be selected by the Hiring Official in consultation with the Senate leadership. Given that these positions include significant administrative responsibilities, these search committees will include at least two OAs and one classified staff member, selected by the Hiring Official in consultation with the Senate Leadership.

**Searches for category C:**

The majority of the search committee will consist of Faculty. At least 2 of the Faculty members shall be selected by the Hiring Authority from current elected senators, from a list of at least 4 provided by the Senate Leadership, after an open call to the Senate. At least one shall be a member of the Academic Council, elected by the AC. The remaining faculty members will be selected by the Hiring Official in consultation with the Senate Leadership. The Dean’s Advisory Council or similar elected body will choose some members.

4. **Report of the Search Committee**

The search committee Chair(s) will give the Hiring Authority a report on each finalist’s strengths and weaknesses, with input from all search committee members.

5. **Processes for Interim Searches**

For an interim search, the goal is to quickly identify a short list of candidates and make an appointment informed by input from the university community to the extent practicable. At a minimum the University President or Provost will consult with the Senate Leadership, the FAC, and the AC, as well as other groups as appropriate such as the OA council leadership, the Senate Executive Committee, and college or unit advisory committees.
Notes:

Committee membership:
For *executive academic administrator* (check list) hiring committees the majority of members will be faculty, with representation from the other Senate constituencies as appropriate. (Add something more specific ….included student, OA, staff when ...) One faculty senator (or faculty senate committee member) to be picked by the Pres/Prov, two faculty elected from unit by the faculty from unit. Remainder appointed by Pres/Prov in consultation with the Senate leadership. (deal w/. proportionality)

(also want outside Deans, VP’s,)

**Interim appointments:**

Consult w/ Senate Leadership, Academic Council and relevant senators / FAC / Deans / Heads.

**Direct permanent appointments:**

Not to be used for School/College deans or CAS unit Deans. For other positions, consult as for interim appointments.

**BU language:** As we begin the process of selecting the next Dean of the College of Communication, the first step is to constitute the Search Advisory Committee. The [BU Faculty Handbook](#) specifies that: “the advisory committee shall consist of three faculty members elected by the faculty of the School for which a dean is to be selected, two faculty members elected by the Faculty Council from other Schools, and as many as three members designated by the provost.” In addition, the provost appoints the Chair of the committee.