

Policy Title: Hiring of Academic Executive Administrators	
Responsible University Office:	
University Office:	Office of the Senior Vice President and Provost
Office Website URL:	http://provost.uoregon.edu/
Policy Owner:	Scott Coltrane
Email:	provost@uoregon.edu
Phone:	(541)346-3186
DATE: June 5, 2014	
Policy Concept Form: The policy concept form was approved by the Senior Vice President and Provost on the following date: N/A	
NOTE: <i>Policy development may not proceed until the policy concept has been approved.</i>	
Preamble:	
Reason for Policy: Faculty and other constituencies should participate meaningfully in the hiring of administrators holding academic appointments, as well as those whose responsibilities are primarily academic.	
Definitions:	
Policy Statement:	
I. Introduction	
Each academic administrator covered by this policy will be hired through a process of meaningful participation by faculty and other constituents as appropriate to the position.	
II. Covered Administrators	
Administrators covered by this policy are as follows:	

Senior Vice President and Provost
Vice President for Equity and Inclusion
Vice President for Research and Innovation
Senior Vice Provost for Academic Affairs
Vice Provost for Academic Affairs
Vice Provost for International Affairs
Vice Provost for Graduate Studies
Vice Provost for Undergraduate Studies
Deans:

Clark Honors College
College of Arts and Sciences
College of Education
Graduate School
Lundquist College of Business
School of Architecture and Allied Arts
School of Journalism and Communication
School of Law
School of Music and Dance
University Libraries

III. Process

A. Hiring Advisory Committee

Hiring advisory committees for the above positions will be constituted by the President in the case of the Provost and Senior Vice President, and by the Provost in other cases after soliciting nominations from the Senate President, President's Faculty Advisory Council, and other relevant advisory bodies. UO faculty will comprise the majority of the members of hiring advisory committees.

Other constituent groups (officers of administration, students, and classified staff) will be represented insofar as their participation is appropriate to the position being hired, as should deans, other members of the University community, and external constituencies.

There will be a diversity of backgrounds and ranks on hiring advisory committees.

Hiring advisory committee members will be clearly identified on a website, along with their contact information.

B. Administrator's Position Description and Application Call

The University President or Provost will provide a position description and draft of the application call to the hiring advisory committee for review before the position opening is posted. The hiring advisory committee will solicit feedback from appropriate constituents and make recommendations for revision in the materials as needed. The hiring advisory committee will recommend a search structure and timeline appropriate to the position. Searches may be posted with deadlines or remain open until filled.

Typically, the process will require applicants to submit a current vita, references, and letter of application, including suitability for the position, personal objectives, summary of accomplishments, management style, contributions to equity and inclusion, vision for the unit, and ideas for accomplishing the vision.

The hiring advisory committee will review applications in a timely manner, narrowing the pool to a selection of semi-finalists to be evaluated before determining a small number of finalists for interviews.

Candidates for Senior Vice President and Provost and for dean of academic units will make a public presentation. Public presentations may also be appropriate during interviews of other administrators.

C. Confidentiality

Although the hiring process will be as open as practicable, applicant information will remain confidential. References will be contacted when permission is obtained from candidates. When finalists are announced, candidates' letters of application and CVs will be made available on a public web site. If possible, candidates' public presentations will be video recorded and posted for viewing on the website.

D. Hiring Advisory Committee's Solicitation of Input

The hiring advisory committee will solicit input broadly from the university community. Where appropriate, the hiring advisory committee also will solicit input from external constituencies.

The hiring advisory committee will use various means to collect relevant information, including, where appropriate, letters soliciting opinions, group meetings with finalists, and one-on-one interviews.

E. Report of the Hiring Advisory Committee

The hiring advisory committee will recommend final candidates to the university President or Provost, as appropriate, with a summary report of each candidate's strengths and weaknesses, as well as of constituents' and references' opinions.

Oregon law governs the confidentiality of the report.

Exclusions and Special Situations:

Procedures:

Forms/Instructions/Regulations:

Who is Governed by this Policy:

(Please mark all that apply by double clicking on box)

- Faculty
- Officers of Administration
- Students
- Staff
- Other: University of Oregon personnel involved in the hiring of academic executive administrators

Who Should Know this Policy:

University of Oregon personnel involved in the hiring of academic executive administrators

Cross Reference to Related Policies:

Related Documents:

Frequently Asked Questions:

Revision/Development History:

11/07/2012: The UO Senate adopted a motion on November 7, 2012 that was referred for further work to an ad hoc Committee on Review of Executive Administrators. The committee was charged with the responsibility of recommending policy that answered the call of the motion [No. US12/113-03].

Committee members were Doug Blandy, Bill Harbaugh, Rob Kyr, Julie Newton, and Margie Paris. The committee met periodically throughout January, February, and early March of 2013 and presented its report and recommendations to the Senate on March 13, 2013.

5/1/2014: Revision submitted to Senate President.

Organizational Category:

(Please mark **only** one by double clicking on box)

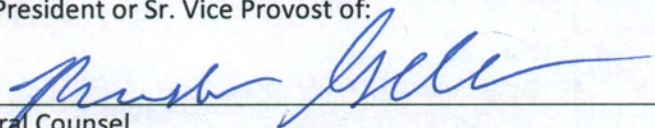
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| <input checked="" type="checkbox"/> Administration and Governance | <input type="checkbox"/> Finance and Business Affairs |
| <input type="checkbox"/> Academic and Curricular | <input type="checkbox"/> University Relations |
| <input type="checkbox"/> Human Resources | <input type="checkbox"/> Health and Safety |
| <input type="checkbox"/> Facilities | <input type="checkbox"/> Research |
| <input type="checkbox"/> Students | <input type="checkbox"/> Information Technology |
| | <input type="checkbox"/> General |

University Policy Statements are interpreted in the context of University of Oregon Board of Trustees Policies, State of Oregon Law, and Federal Law.

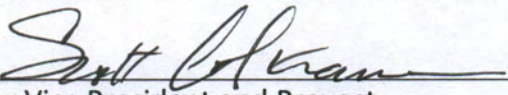
POLICY CONSULTATION AND REVIEW

Consultation and review by the following individuals or groups:

Date: _____
Vice President or Sr. Vice Provost of:



Date: 6-30-14
General Counsel



Date: 6-5-14
Senior Vice President and Provost

Date: _____
University of Oregon Senate President

Date: _____
Click here to add Name or Group

APPROVED BY:

President or Designee  _____
Signature Date: 7/1/14

POLICY EFFECTIVE DATE: _____

ASSIGNED POLICY NUMBER: 01.00.20

