

University Senate Committee Involvement In Hiring Selected Leaders

(Twin Cities, Morris, and Rochester campuses)

When hiring to fill the following senior and other high-level leader positions, the appointing authority will involve the University Senate committees specified below in forming search committees and in interviewing finalists.¹

Leader Positions	Associated Senate Committees
President	See note below. ²
Senior Vice President for Academic Affairs and Provost	Educational Policy
Vice President for the Academic Health Center	
Vice President for Research	Research
Vice President and Chief Financial Officer	Finance and Planning
Special Assistant to the President for Government Relations	
Chief of Staff, President's Office	
Vice President and Chief Information Officer	Information Technologies, Library
Vice President for Human Resources	Faculty Affairs
Vice President for Equity and Diversity	Equity, Access, and Diversity
Vice President for University Services	Finance and Planning
Chancellor (not Crookston or Duluth)	
Vice Provost and Dean of Graduate Education	Educational Policy, Research
Vice Provost and Dean of Undergraduate Education	Educational Policy
Vice Provost for Faculty and Academic Affairs	Faculty Affairs, Academic Freedom and Tenure
Vice Provost for Distributed Education and Instructional Technology	
Vice Provost for Student Affairs	Student Affairs
Assistant/Associate Vice President, Sponsored Projects Administration	Research
Associate Vice President Audits	Finance and Planning
General Counsel	Judicial
University Librarian	Library
Director of Equal Opportunity and Affirmative Action	Equity, Access, and Diversity
President and CEO, University of Minnesota Foundation	Finance and Planning
Director, Intercollegiate Athletics (Twin Cities campus)	Advisory Committee on Athletics, Faculty Academic Oversight Committee for Intercollegiate Athletics

¹ In the parlance of the categorization of administrative appointees at the time this protocol is written, it covers class numbers 9301-9305, 9314, 9316, 9321-9328, and a few of the individuals in class 9330.

² The selection of the University President is the legal responsibility of the Board of Regents, which also serves as the search committee. The Board of Regents has customarily consulted the Senate Consultative Committee regarding the search and included faculty, staff, and student representation on a search advisory committee.

Senate Committee Participation in the Appointment of Search Committees

The appointing authority will choose non-administration members of search committees for the specified positions after consultation with the chair of the Senate Consultative Committee (SCC).

- The appointing authority will ask the chairs to submit, by a specified date, nominations of faculty, P&A or civil service staff members, or students, as appropriate, to serve on the search committee. The appointing authority will identify the number of individuals in each category expected to serve on the search committee. The number of individuals nominated should be greater than the number expected to serve on the search committee (perhaps twice as many), in order to provide the appointing authority flexibility in the choices. The appointing authority will select the members of the search committee from among those nominated or will consult with the SCC chair about alternative choices.
- The SCC chair will ordinarily be given at least two weeks notice of the need for nominees to the search committee.
- If the SCC chair is unable to provide nominations by the date specified, the appointment authority may appoint the search committee without Senate committee consultation.

Senate Committee Participation in Interviews of Finalists

Representatives of the Faculty, Student, P&A, and Civil Service Consultative Committees and the members of the designated additional committees will be given an opportunity to attend an interview with each finalist. Interviews will be scheduled irrespective of the scope of the search (full, limited, or non-competitive appointment); in the case of non-competitive appointments, there will be an opportunity to interview the finalist before the position is offered to the finalist.

- Interviews may be arranged for governance participants alone or in conjunction with others, but will be separate from any public presentation by the finalist.
- The SCC chair will be supplied, in advance of the interview, copies of the position description and the curriculum vita of each finalist for distribution to governance participants.
- Governance participants will provide comments as quickly as possible to the appointing authority. Their views will be submitted as a summary of opinions or as a collection of individual comments.

It is understood that governance interviews, especially during the summer or when scheduled on short notice, may involve small numbers of participants and there may not be consistent representation for all the finalists for the position. The hiring process should not be slowed or hindered by this circumstance. If the SCC chair determines that other Senate committees should be represented in interviews with finalists, he or she may delegate responsibility for identifying individuals to such other committees. If the Faculty Consultative Committee (FCC) is identified, it may invite other faculty members, including past members of FCC, to participate in the interview process. The same is true for the P&A, Civil Service, and Student Senate Consultative Committees and their respective constituencies.