COLLEGE-WIDE SEARCH PROCEDURES
(Updated September 2021)

1. Searches for Administrative Positions

Article VIII, Section 13, of the *Charter for a Governance of Hunter College* states:

> "Administrative Search Committees shall be constituted for all administrators (full deans and above) who, because of the nature of their policy making, have a significant impact on academic affairs and on the rights and welfare of the students and the faculty. The proceedings of search committees shall be confidential.

> Different search procedures may be appropriate for administrators who have college-wide impact and those who affect primarily only their divisions (as defined in Article IV.1.B.2). In any procedure adopted, the Senate shall be responsible for nominating the panel of search committee candidates and search committee Chairs from whom the College President or the CUNY Board of Trustees, as appropriate, will select the search committee and the search committee Chair. This section shall be read consistent with applicable CUNY Board of Trustees policy on presidential search committees.

> The search committee shall have responsibility of nominating candidates for administrative positions to the College President who shall have the final authority to make recommendations to the CUNY Board of Trustees."

The following list is not intended to be a final complete list of all positions for which searches are to be conducted. They are the titles of the positions that currently satisfy the criteria in the first paragraph. As new administrative positions or titles are created, they will be examined to see whether or not they satisfy the criteria.

A. Divisional Searches shall be conducted for the following officers or their equivalents:
1. Dean of the School of Education
2. Dean of the Schools of Health Professions (School of Health Sciences and School of Nursing)
3. Dean of the School of Social Work
4. Dean of the School of Arts & Sciences (Humanities & Arts, Sciences & Mathematics, and Social Sciences)

B. College-wide Searches shall be conducted for the following officers or their equivalents:
1. Vice President for Academic Affairs and Provost
2. Vice President for Finance, Human Resources, and Business Development
3. Vice President for Administration
4. Vice President for Student Affairs and Dean of Students
5. Vice President for Development
6. Chief Librarian
7. Assistant Vice President for ICIT (Instructional Computing and Information Technology)
8. Dean of Research

2. Search Committees for Divisional (or equivalent) Deans:

A. Nomination and Election of Candidates for Membership
Each department (or other appropriate subdivision) in the Division or equivalent may nominate one or more full- time faculty members by election among its full-time faculty members and one or more students by election among its student majors (or equivalent) for service on the search committee. Faculty members (including part-time faculty) and student majors from this division may also be nominated by petition of 25 faculty members and 25 students respectively.

The Hunter College Senate shall elect a panel of 8 faculty members and 6 student members from this pool of nominees in such a manner as to provide for the widest possible distribution of departmental or programmatic representation on the committee. From this panel the President shall choose a search committee consisting of 4 faculty members and 3 students. Departments not represented on the committee shall be specifically invited to testify before the committee on their concerns and recommendations.

B. Nomination and Election of Candidates for Chairperson

Any member of the Hunter community may submit nominations for chairperson. The Senate shall elect a panel of 3 from among all divisions *other than the one for which the search is being conducted,* from which the President shall choose a non-voting Chairperson. The Chairperson shall function as the executive officer of the committee, sending out all correspondence, distributing information on candidates, arranging interviews, etc.

3. Search Committees for College-wide Administrators:

A. Nomination and Election of Candidates for Membership:

Each department (or equivalent) may nominate one full-time faculty member by election among its full-time faculty members and one student by election among its student majors (or equivalent) for service on the search committee. Faculty (including part-time faculty) and students may be nominated at-large by petition of 25 members of their constituency

The Hunter College Senate shall elect a panel of 8 faculty members and 6 students from the pool of nominees in such a manner as to achieve the widest possible distribution among the divisions. From this panel, the President shall choose a search committee consisting of 4 faculty members and 3 students. In the case of a search for **Vice President for Student Affairs and Dean of Students** the Hunter College Senate shall elect a panel of 6 students and 8 faculty members from the pool of nominees in such a manner as to achieve the widest possible distribution among the divisions, and 6 members of the staff from areas reporting to the Vice President for Student Affairs and Dean of Students. Nominations of members of the staff shall be made by petition submitted to the Senate Office of at least 25 signatures by members of the staff from areas reporting to the Vice President for Student Affairs and Dean of Students. From this panel the President shall choose a search committee consisting of 4 faculty members, 3 students, and 3 members of the staff.

In the case of a search for **Chief Librarian,** the Hunter College Senate shall elect a panel of 10 faculty members and 6 students in such a manner as to achieve the widest possible distribution among the divisions; the panel shall include four members of the Library staff, and at least two faculty members primarily based at the 68th Street Campus, and at least two faculty members not primarily based at the 68th Street Campus (e.g. School of Social Work, Brookdale or Vorhees Campus). From this panel the President shall choose 3 students and 5 faculty members to serve on the Search Committee, subject to the following conditions: (a) two faculty shall be from the Library, (b) at least one of the five faculty shall be from a campus other than the 68th Street Campus.

In the case of a search for **Vice President for Finance, Human Resources, and Business Development**, the Hunter College Senate shall elect a panel of 4 students and 6 faculty members in such a manner as to achieve the widest possible distribution among the divisions, and 6 members of the staff. Nominations of members of the staff shall be made by petition to the Senate Office of at least 25 signatures by members of the staff. The panel shall include at least two faculty/staff members primarily based at the 68th Street Campus, and at least two faculty/staff members not primarily based at the 68th Street Campus. From this panel the President shall choose 2 students, 3 faculty members, and 3 members of the staff -- at least one of the 6 members of the faculty and staff shall be from a campus other than the 68th Street campus.

In the case of a search for **Vice President for Administration**, the Hunter College Senate shall elect a panel of 4 students and 6 faculty members in such a manner as to achieve the widest possible distribution among the divisions, and 6 members of the staff. Nominations of members of the staff shall be made by petition to the Senate Office of at least 25 signatures by members of the staff. The panel shall include at least two faculty/staff members primarily based at the 68th Street Campus, and at least two faculty/staff members not primarily based at the 68th Street Campus. From this panel the President shall choose 2 students, 3 faculty members, and 3 members of the staff -- at least one of the 6 members of the faculty and staff shall be from a campus other than the 68th Street campus.

In the case of a search for **Vice President for Development** the Hunter College Senate shall elect a panel of 6 students and 8 faculty members from the pool of nominees in such a manner as to achieve the widest possible distribution among the divisions, 6 members of the staff from areas affected by the Vice President for Development, and 4 representatives from the donor organizations (e.g., Alumni Association, H.C. Foundation, Scholarship & Welfare Fund). Nominations of members of the staff and representatives from donor organizations shall be made by petition to the Senate of at least 25 signatures. From this panel the President shall choose a search committee consisting of 4 faculty members, 3 students, 3 members of the staff, and 2 representatives from the donor organizations.

In the case of a search for **Dean of Research**, the Hunter College Senate shall elect a panel of 6 students and 8 faculty members from the pool of nominees in such a manner as to achieve the widest possible distribution among the divisions, and 2 members of the staff whose duties relate directly to research. Nominations of members of the staff shall be made by petition to the Senate of at least 25 signatures. From this panel, the President shall choose a search committee consisting of 4 faculty members, 3 students, and 1 member of the staff whose duties relate directly to research.

In the case of a search for **Assistant Vice President for ICIT,** the Hunter College Senate shall elect a panel of 12 faculty (including at least two faculty members from the Library) and 6 students in such a manner as to achieve the widest possible distribution among the divisions, and 6 members of the staff from the Admissions and Registrar's Office and from areas reporting to the Provost, the Vice President for

Finance, Human Resources, and Business Development, or the Vice President for Administration. Nominations of members of the staff shall be made by petition to the Senate of at least 25 signatures. From this panel, the President shall choose a search committee consisting of 6 faculty members (including at least one faculty member from the Library), 3 students, and 3 members of the staff (from the Admissions and Registrar's Office and from areas reporting to the Provost and the Vice President for Finance and Administration).

B. Nomination and Election of Candidates for Chairperson:
Any member of the Hunter community may submit nominations for Chairperson. The Senate shall elect a panel of 3 from among the Hunter community at-large from which the President shall choose a non-voting chairperson. The Chairperson shall function as the executive officer of the committee, sending out all correspondence, distributing information on candidates, arranging interviews, etc.

4. Search Committee Responsibilities:

The Search Committee shall be responsible for soliciting the best candidates for the particular job. It shall follow up on all recommendations made to the Committee, and it shall carefully review and consider all applications submitted to the committee, including those of an outside consultant, if the College President in consultation with the Senate Administrative Committee decides to employ such a consultant to widen the pool of applicants.

As a result of its search procedure, the search committee shall submit to the President a list containing the names of at least 3 qualified candidates. The President shall either appoint someone from this list or request that the committee re- opens its search to produce a new list.

12 September 2018

Recommended Voting Procedures for Electing
College-Wide Search
Committees

A. ELECTION OF CHAIR PANEL – Panel of three candidates
Each voter may vote for a maximum of three candidates. Ballots containing more than three votes will be declared invalid.

B. ELECTION OF MEMBER PANEL

For Search Committees for Divisional (or equivalent) Deans each voter may vote for a maximum of 8 faculty and 6 students. Ballots containing votes for more than indicated number of faculty, students, or staff will be declared invalid.

For Search Committees for College-wide Administrators listed below each voter may vote as follows:

- ï   Vice President for Student Affairs and Dean of Students: 8 faculty, 6 students, and 6 staff
- ï   Chief Librarian: 10 faculty and 6 students
- ï   Vice President for Finance, Human Resources, and Business Development: 6 faculty, 4 students, and 6 staff
- ï   Vice President for Administration: 6 faculty, 4 students, and 6 staff

- ï   Vice President for Development: 8 faculty, 6 students, and 6 staff
- ï   Dean of Research: 8 faculty, 6 students, and 2 staff
- ï   Assistant Vice President for ICIT: 12 faculty, 6 students, and 6 staff

C. RECOMMENDED PROCEDURE FOR COUNTING VOTES
The highest vote getter in each Division is declared elected in the order of the number of votes each achieved. If there are still vacancies to be filled, the second highest vote getter in each Division is declared elected in the order of the number of votes each achieved. Process terminates when all vacancies are filled.

Note: This procedure guarantees that as many Divisions as possible are represented on the panel with no more than 2 candidates from each Division.

D. Listing of divisions for the purpose of electing the Member-Panel for the Search Committees:

1. Humanities & Arts
2. Social Sciences
3. Sciences & Mathematics
4. School of Education
5. Schools of Nursing, Health Professions, and Urban Public Health
6. School of Social Work and the Library

E. Senate Minutes: Official tallies (the numbers) of the vote counts for candidates for Search Committees will be included in the minutes of the meeting at which such votes were conducted.