

# SENATE NEWS BULLETIN

Office of the Hunter College Senate - Room 1018 East Building - Telephone: 772-4200

NO. 1

19 August 2009

## ESTABLISHMENT OF TWO NEW SEARCH COMMITTEES

President Raab has asked the Hunter College Senate to begin the process of electing two Search Committees. In accordance with the "*College-wide Search Procedures*" (*see back page*), nominations for membership on the search committees will be conducted as follows:

### SEARCH COMMITTEE FOR DEAN OF THE SCHOOL OF EDUCATION

#### Nominations of Faculty and Students for Member-Panel:

Each department in the *School of Education* may nominate one or more full-time faculty members and one or more students for service on the *Search Committee for Dean of the School of Education*. Faculty and students who wish to be nominated through departmental elections should contact their department chair promptly. Faculty members (including part-time faculty) and undergraduate majors and graduate students in the School of Education may also be nominated at-large by petition of 25 members of their constituency. Nominating petitions with 25 signatures should be submitted directly to the Senate Office (Room E1018).

#### Nominations for Chair-Panel:

Members of all units of the College, OTHER THAN the School of Education, may run for the position of non-voting Chairperson for the Search Committee.

Interested persons should submit their names directly to the Senate Office.

### SEARCH COMMITTEE FOR CHIEF LIBRARIAN

#### Nominations of Faculty and Students for Member-Panel:

Faculty and students who wish to be nominated for membership on the Search Committee for Chief Librarian through departmental elections should contact their department chair promptly. Faculty members (including part-time faculty) and undergraduate majors and graduate students may also be nominated at-large by petition of 25 members of their constituency. Nominating petitions with 25 signatures should be submitted directly to the Senate Office (Room E1018).

#### Nominations for Chair-Panel:

Members of all units of the College OTHER THAN the Library may run for the position of non-voting Chairperson of the Search Committee.

Interested persons should submit their names directly to the Senate Office, Room E1018.

**All nominations must be received by the Senate Office, Room E1018, NO LATER THAN 5:00 P.M. ON THURSDAY, 10 SEPTEMBER 2009. This is an absolute deadline.** (Election of the Search Committees will take place at the September 23<sup>rd</sup> Senate meeting.) Please call the Senate Office at 772-4200 if you have any questions, or e-mail [renate.murray@hunter.cuny.edu](mailto:renate.murray@hunter.cuny.edu)

Excerpt from *College-wide Search Procedures* --Search for Dean of the School of Education

## **2. Search Committees for Divisional/School Deans:**

### **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.

### **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.

### **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.

## **Excerpt from the *College-wide Search Procedures -- Search for Chief Librarian***

### **3. Search Committees for College-wide Administrators:**

#### **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.

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.

#### **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.

#### **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-open its search to produce a new list.

**\* Listing of the divisions for the purpose of this election:** (1) Humanities & the Arts; (2) Social Sciences; (3) Sciences & Mathematics; (4) School of Education; (5) Schools of Health Professions, School of Social Work, Library, and Student Services.