

SENATE NEWS BULLETIN

Office of the Hunter College Senate -- Room 1018 East Building

Telephone: 772-4200

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Search Committee for Dean of the School of Arts & Sciences

President Raab has asked the Hunter College Senate to begin the process for the election of a Search Committee for Dean of the School of Arts & Sciences. In accordance with the "*College-wide Search Procedures*", nominations for membership on the search committee will be conducted as follows:

A. Nominations for Faculty and Student Members from the School of Arts & Sciences:

Faculty and students from departments in the School of Arts & Sciences who want to be nominated for membership on the Search Committee through departmental election should contact their department chair promptly. Nominations by petition of 25 signatures will be accepted in the Senate Office. (The procedures are outlined below.)

B. Nominations for Chair From Outside the School of Arts & Sciences:

Members of all units of the College, OTHER THAN the School of Arts & Sciences, may run for the position of non-voting Chairperson for the Search Committee. (See "*Procedures*" below.) Interested persons should submit their names directly to the Senate Office.

All nominations for the election of panels at the April 6th Senate meeting must be received by the Senate Office, Room E1018, NO LATER THAN 5:00 P.M. ON THURSDAY, 17 MARCH 2005. This is an absolute deadline. If you have any questions, please call 772-4200. (Ask for Joan Tronto or Renate Murray.)

Procedures for Searches for Divisional (or equivalent) Dean:

Each department in the School of Arts & Sciences 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 (or equivalent) from this School 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 divisional and departmental 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 about their concerns and recommendations.

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.

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.