

SENATE NEWS BULLETIN

Office of the Hunter College Senate

Room 1018 East Building

Telephone: 772-4200

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Establishment of Search Committee for Vice President for Development

President Raab has asked the Hunter College Senate to begin the process of electing a Search Committee for Vice President for Development. In accordance with the "College-wide Search Procedures" (below), nominations for membership on the Search Committees will be conducted as follows:

Nominations of Faculty and Students for Member-Panel:

Each department may elect one full-time faculty member and one student for the member-panel of the Search Committee for Vice President for Development. Faculty and students who wish to be nominated through departmental elections should contact their department chair promptly. (Nominations by petition of 25 signatures will be accepted in the Senate Office, Room E1018.)

Nominations for Chair:

Members of all units of the College may run for the position of non-voting Chairperson of the Search Committee for Vice President for Development. Interested persons should submit their names directly to the Senate Office.

Nominations for Staff and 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 of at least 25 signatures to the Senate.

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All nominations must be received by the Senate Office, Room E1018, NO LATER THAN 5:00 p.m. on Thursday, 22 March 2012. This is an absolute deadline. (Election of the Search Committee will take place at the April 4th Senate meeting.) Please call the Senate Office at 772-4200 if you have any questions, or e-mail lmiran@hunter.cuny.edu

Excerpt from *College-wide Search Procedures* for Search Committees for College-wide Administrators:

3. 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.

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-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 Sciences, School of Nursing, School of Social Work, School of Urban Public Health, Library, and Student Services.