

## To the Hunter College Community

### ESTABLISHMENT OF SEARCH COMMITTEE FOR ASSISTANT VICE PRESIDENT FOR ICIT

President Raab has asked the Hunter College Senate to begin the process of establishing a *Search Committee for Assistant Vice President for ICIT*.

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

Each department (or equivalent) may submit one nominee from the full-time faculty who has been elected by the full-time faculty, and one nominee from among its student majors (or equivalent) who has been elected from among the student majors (or equivalent) for service on the *Search Committee for Assistant Vice President of ICIT (Instructional Computing and Information Technology)*. Faculty and students who wish to be elected through departmental elections should contact their department chair promptly. Faculty (including part-time faculty) and students may be nominated at-large by petition of 25 members of their constituency.

#### Nominations of Staff for Member-Panel [**Only members of the staff from the Admissions and Registrar's Office and from areas reporting to the Vice President for Finance Administration or the Provost are eligible to be elected**]:

Members of the Staff from areas that report to the Provost or the Vice President for Finance and Administration may be nominated for membership on the *Search Committee for Assistant Vice President of ICIT* by petition of 25 signatures. (Petitions should be submitted directly to the Senate Office in Room E1018.)

#### Nominations for Chair-Panel:

Members of all units of the College may be nominated for non-voting Chair of the *Search Committee for Assistant Vice President of ICIT*. (Nominations should be submitted directly to the Senate Office in Room E1018.)

**N.B** The process is outlined below in the *Procedures for Search Committees for College-wide Administrators*

**All nominations (including petitions) must be received by the Senate Office, Room E1018, NO LATER THAN 5:00 PM ON WEDNESDAY, 9 MAY 2007. This is an absolute deadline.** If you have any questions, please call 772-4200.

### Excerpt from Procedures for 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 **Assistant Vice President of 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/schools, and 6 members of the staff from the Admissions and Registrar's Office and from areas reporting to the Provost and 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.

#### **Nomination and Election of Candidates for Chair:**

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.