

ESTABLISHMENT OF SEARCH COMMITTEE FOR VICE PRESIDENT FOR ADMINISTRATION

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

Nominations for Member Panel:

Faculty and Students: Each Department may elect one full-time faculty member and one student for the member panel. Faculty and students who wish to be nominated through departmental election should contact their department chair promptly. Nominations by petition of 25 signatures should be submitted directly to the Senate Office.

Staff: Nominations of members of the staff from areas reporting to the Vice President for Administration shall be made by petition of at least 25 signatures by members of the staff in these areas. Petitions should be submitted directly to the Senate Office, Room E1018.

Nominations for Chair-Panel

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

N.B. The process is outlined below in the excerpt from the *College-wide Search Procedures*.

All nominations must be received by the Senate Office, Room E1018, NO LATER THAN 5:00 P.M. ON THURSDAY, 9 OCTOBER 2003. This is an absolute deadline. If you have any questions, please call Joan Tronto or Renate Murray at 772-4200.

Excerpt from the College-wide Search Procedures:

3. Search Committees for College-wide Administrators:

A. Nomination and Election of Candidates for Membership:

In the case of a search for **Vice President for Administration**, the Hunter College Senate shall elect a panel of 6 students and 6 faculty 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 Administration (e.g., Finance & Business Affairs, Purchasing, Human Resources, Campus Safety & Security, Continuing Education, Administrative Services--Brookdale, Facilities Management & Planning, Environmental Health & Safety, Capital Projects, Employee Assistance Program, Management Information Services, Microcomputer Resource Center, Data Communications & Network Services, Office Services, Telecommunications). 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 in these areas. 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 (e.g. School of Social Work, Brookdale and Vorhees Campus). From this panel the President shall choose 3 students, 3 faculty members, and 3 members of the staff from the areas reporting to the Vice President for Administration to serve on the search committee -- at least one of the 6 members of the faculty and staff shall be from a campus other than the 68th Street campus.

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 Professions, School of Social Work, Library, and Student Services.