

# SENATE NEWS BULLETIN

Office of the Hunter College Senate

Room 1018 East Building

Telephone: 772-4200

NO. 1

7 December 2022

## 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" (below), nominations for membership on the Search Committees will be conducted as follows:

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

Hunter College Senate shall elect a panel of 4 students and 6 faculty members in such a manner as to achieve the widest possible distribution among the divisions, and 6 members of the staff. 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. 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.

### Nominations 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.

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**All nominations must be received by the Senate Office, Room E1018, NO LATER THAN 5:00 p.m. on Thursday, 2 February 2022. This is an absolute deadline.** (Election of the Search Committee will take place at the December 7 Senate meeting.) Please call the Senate Office at 772-4200 if you have any questions, or e-mail [lmiran@hunter.cuny.edu](mailto:lmiran@hunter.cuny.edu)

### Excerpt from *College-wide Search Procedures* for Search Committees for College-wide Administrators: (September 2021)

#### 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.....

In the case of a search for Vice President for Administration, the Hunter College Senate shall elect a panel of 4 students and 6 faculty members in such a manner as to achieve the widest possible distribution among the divisions, and 6 members of the staff. 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. 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 68<sup>th</sup> Street Campus. From this panel the President shall choose 2 students, 3 faculty members, and 3 members of the staff -- 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-opens its search to produce a new list.