

# SENATE NEWS BULLETIN

Office of the Hunter College Senate

Room 1018 East Building

Telephone: 772-4200

NO. 2  
2023

27 January

## Establishment of Search Committee for Chief Librarian

President Raab has asked the Hunter College Senate to begin the process of electing a Search Committee for Chief Librarian. 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:

Full-time faculty, staff, and students from departments or equivalents who want to be nominated for membership on the Search Committee through departmental election should contact their department chairs promptly. Nominations by petition of 25 signatures of their constituency will be accepted in the Senate Office. (The procedures are outlined below.)

### Nominations for Chair:

Members of all units of the College 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.

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**All nominations must be received by the Senate Office, Room E1018, NO LATER THAN 5:00 p.m. on Thursday, 9 February 2023. This is an absolute deadline.** (Election of the Search Committee will take place at the February 22 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 Chief Librarian, Hunter College Senate shall elect a panel of 10 faculty members and 6 students in such a manner as to achieve the widest possible distribution among the divisions; the panel shall include four members of the Library staff, and at least two faculty members primarily based at the 68th Street Campus, and at least two faculty members not primarily based at the 68th Street Campus (e.g. School of Social Work, Brookdale or Vorhees Campus). From this panel the President shall choose 3 students and 5 faculty members to serve on the Search Committee, subject to the following conditions: (a) two faculty shall be from the Library, (b) at least one of the five faculty 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.