

# SENATE NEWS BULLETIN

Office of the Hunter College Senate

Room 1018 East Building

Telephone: 772-4200

NO. 2

27 January 2023

## Establishment of Search Committee for Dean for School of Education

President Raab has asked the Hunter College Senate to begin the process of electing a Search Committee for Dean for School of Education. 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:

Full-time faculty and students from departments in the School of Education 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:

Any member of the Hunter community may submit nominations for chairperson, but only members from a division other than the School of Education are eligible to be nominated 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.

=====

**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 Divisional (or equivalent)

#### Deans:

(September 2021)

#### 3. A. Nomination and Election of Candidates for Membership:

Each department (or other appropriate subdivision) in the Division or equivalent may nominate one or more full-time faculty members by election among its full-time faculty members and one or more students by election among its student majors (or equivalent) for service on the search committee. Faculty members (including part-time faculty) and student majors from this division may also be nominated by petition of 25 faculty members and 25 students respectively.

The Hunter College Senate shall elect a panel of 8 faculty members and 6 student members from this pool of nominees in such a manner as to provide for the widest possible distribution of departmental or programmatic representation on the committee. From this panel the President shall choose a search committee consisting of 4 faculty members and 3 students. Departments not represented on the committee shall be specifically invited to testify before the committee on their concerns and recommendations.

#### 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 all divisions *other than the one for which the search is being conducted*, 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.