

SENATE NEWS BULLETIN

Office of the Hunter College Senate--Room 1018 East Building Telephone: 772-4200

NO. 1

2 October 2013

To the Hunter College Community

OPEN MEETING FOR THE VICE PRESIDENT FOR DEVELOPMENT

The search committee for the Vice President of Development at Hunter College has identified an outstanding candidate to meet with the Hunter community. On behalf of the faculty, students, staff, alumni, and board members comprising the search committee, I am delighted to announce the campus visit of Patricia Moran.

The search committee has organized an open meeting so that interested members of the Hunter community can speak with the candidate about her vision for fundraising, donor relations, and alumni relations in the Vice President role. We encourage you to attend this forum and we look forward to your participation in our search for Hunter College's Vice President for Development. The meeting will be held on Tuesday, October 8, 2013 at 11:30 am in the President's conference room E 1700. You may access the candidate's c.v. using the following link:

https://ww3.hunter.cuny.edu/files/ia/Pat_Moran_CV.pdf

Sincerely,
Jennifer J. Raab
President

ESTABLISHMENT OF SEARCH COMMITTEE FOR CIO/ASSISTANT VICE PRESIDENT FOR ICIT (INSTRUCTIONAL COMPUTING & INFORMATION TECHNOLOGY)

President Raab has asked the Hunter College Senate to begin the process of establishing a new *Search Committee for CIO/Assistant V.P. for ICIT*. The position announcement is reproduced on the back.

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 CIO/Assistant V.P. for ICIT (Instructional Computing & 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 Administration or the Provost are eligible to be elected]:

Members of the Staff from Admissions and Registrar's Office and from areas that report to the Provost or the Vice President for Administration may be nominated for membership on the *Search Committee for CIO/Assistant V.P. for 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 CIO/Assistant V.P. for 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 3:00 PM ON THURSDAY, 10 OCTOBER 2013. This is an absolute deadline. If you have any questions, please call 772-4200 or email senate@hunter.cuny.edu.

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 for 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 Finance and 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 (from the Admissions and Registrar's Office and from areas reporting to the Provost and the Vice President for Finance and Administration).

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.