



## University Policy Statement

### UPS 210.500

## PROCEDURES: SEARCH COMMITTEES FOR ADMINISTRATIVE PERSONNEL

The following procedures shall apply to search committees for administrative employees covered by UPS 210.007.

- A. The work of a search committee is confidential. It is similar in its functions to a personnel committee. No word of the committee's proceedings shall be released by any individual except through the report to the appointing official.
- B. Search committees shall not be involved in filling temporary positions.
- C. Search committees created pursuant to UPS 210.007 shall follow these procedures.
  1. At the initial meeting, an administrator or faculty member shall be appointed Chair by the President. An administrator will provide staff support for the committee. Notes shall be kept of all meetings. When the committee stands dissolved, these notes shall be forwarded to the administrative officer making the appointment. After the appointment has been made, the notes shall be held "confidential" for one year in the Office of Human Resources, after which they shall be destroyed.
  2. At the initial meeting, the supervisor of the position that is the subject of the search shall review the draft position announcement with the search committee. The position announcement shall include the effective date of appointment, functions, qualifications, chain of command, etc. The deadline for receipt of complete applications and for completion of the search should be set at this time.
  3. The announcement of the job opening shall be widely distributed within the campus community, the California State University, and to such other recruitment sources as deemed suitable for the position. Sufficient time shall be allowed for applicants to return materials, as determined by the search committee.
  4. Applicants shall be asked to submit:
    - a. A cover letter of intent,
    - b. A resume,
    - c. Letters of recommendation, or referents who have been asked by the applicant to furnish such letters as requested, and
    - d. Any other supporting materials deemed relevant by the search committee.

Nominating letters may be received on behalf of a candidate, but an application shall not be deemed complete until the candidate has complied with 4.a. through 4.d.

5. The committee shall determine its criteria for selection. These shall be categorized as:
  - a. mandatory criteria, which are necessary for appointment; and
  - b. desirable criteria, which may advantage the applicant for the position.
6. It shall be the responsibility of the chair and the staff support to arrange interviews. They shall also inform candidates promptly when they are no longer being considered, and shall keep applicants who are under active consideration so informed.
7. As soon as possible after the deadline date for applications, the committee shall meet to select those candidates who are to be interviewed. The committee is encouraged to seek the assistance of appropriate personnel in conducting the interviews. A standard list of questions to be asked of each interviewee shall be prepared.
8. At the conclusion of interviews, the committee shall select candidates and forward its recommendations to the appropriate administrative officer of the university. (Immediately before forwarding its recommendations, the committee should contact those persons being recommended to ascertain whether they are still interested in the position.) When possible, the committee should forward a minimum of three candidates, along with its analysis of each candidate's qualifications.
9. The chair and search committee members shall be informed of any significant developments in the appointment process as they occur.

**EFFECTIVE DATE: January 30, 2013**

Supersedes: UPS 210.500 dated 7-11-11  
and ASD 12-144

Source: Faculty Affairs Committee  
Executive Committee