



MEMO

**Date:** March 25, 2019

**To:** Veena Prabhu  
Chair, Academic Senate

**From:** Sharon H. Ulanoff, Chair  
Faculty Policy Committee

**Copies:** M. Caldwell, J. Lazo-Uy, R. Roquemore, V. Salcido, H. Riggio, L. Bermudez

**Subject:** **Proposed Policy Deletion for Chapter III of the *Faculty Handbook***  
**FPC 18-8: Academic Administrative Positions Requiring Formal Consultation**

Faculty Policy Committee reviewed FPC 18-8: Academic Administrative Positions Requiring Formal Consultation at its meeting on March 18, 2019. After consulting the policy on Ad Hoc Advisory Committees for the Appointment of Administrators: Formal and Informal Consultation, which FPC recently recommended modification, FPC voted to recommend deletion of FPC 18-8: Academic Administrative Positions Requiring Formal Consultation, since the policy on Ad Hoc Advisory Committees for the Appointment of Administrators: Formal and Informal Consultation specifically addresses 1) the requirement for formal consultation when hiring administrators and 2) specifies the positions that require formal consultation and the membership of the ad hoc committees for those positions.

**Language from the policy on Ad Hoc Advisory Committees for the Appointment of Administrators: Formal and Informal Consultation:**

“When an administrative vacancy requiring formal consultation is announced by the President, an ad hoc advisory committee will be established.”

**Administrative positions requiring formal consultation:**

- Central administrative positions, including but not limited to, Provost/Vice President for Academic Affairs, Associate Vice President for Academic Affairs, Associate Vice President for Faculty Affairs, Associate Vice President for Research, Vice Provost for Enrollment Services, Vice Provost for Planning and Budget, Vice Provost for Diversity and Engaged Learning, Vice President for Student Life, Dean of Undergraduate Studies, Dean of Graduate Studies, Director of Honors College, Dean of College of Professional and Global Education or new positions of comparable rank.
- Vice President for Student Life
- Dean of Students
- College/Library Deans
- College/Library Associate Deans
- Dean of Students

1 **Academic Administrative Positions Requiring Formal Consultation**

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3 (Senate: 1/24/64, 1/6/66, 2/10/67, 12/2/69, 11/15/77, 3/3/98, 7/16/03; Executive Committee:  
4 4/23/03; President: 1/2/64, 1/21/66, 2/22/67, 12/31/69, 11/21/77, 10/16/98, 5/16/03,  
5 8/27/03; Presidential Clarification: 8/22/00; Editorial Amendment: 9/00)

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7 Formal Consultation in the appointment of administrators shall be accomplished through the  
8 use of ad hoc committees. The following positions, or new positions of comparable rank, as  
9 determined by the President in consultation with the Executive Committee, shall involve formal  
10 consultation:

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12 Provost and Vice President for Academic Affairs

13 Associate/Assistant Vice Presidents for Academic Affairs

14 College Deans/University Librarian

15 Dean of Educational Support Services

16 Dean of Graduate Studies and Research

17 Dean of Undergraduate Studies

18 Dean of Extended Education

19 Vice President for Student Affairs

20 Associate/Assistant Vice Presidents for Student Affairs/Student Services or Enrollment  
21 Management