

## **Policy on Hiring of Academic Executive Administrators**

### **Reason for Policy:**

Faculty and other constituencies should participate meaningfully in the hiring of administrators holding academic appointments, as well as those whose responsibilities are primarily academic.

### **Policy Statement:**

#### **I. Introduction**

Each academic administrator covered by this policy will be hired through a process of meaningful participation by faculty and other constituents as appropriate to the position.

#### **II. Covered Administrators**

Administrators covered by this policy are as follows:

Senior Vice President and Provost  
Vice President for Equity and Inclusion  
Vice President for Research and Innovation  
Senior Vice Provost for Academic Affairs  
Vice Provost for Academic Affairs  
Vice Provost for International Affairs  
Vice Provost for Graduate Studies  
Vice Provost for Undergraduate Studies

Deans:

Clark Honors College  
College of Arts and Sciences  
College of Education  
Graduate School  
Lundquist College of Business  
School of Architecture and Allied Arts  
School of Journalism and Communication  
School of Law  
School of Music and Dance  
University Libraries

Note that some members of the Committee on Review of Executive Administrators would include the following additional administrators:

General Counsel  
Vice President for Student Affairs  
Director of Intercollegiate Athletics  
Faculty Athletics Representative

### **III. Process**

#### **A. Hiring Advisory Committee**

~~Upon learning of a position vacancy or the creation of a new position at the level of Vice President or Provost, the University President, the Senate President, and the President's Faculty Advisory Council [FAC] will collaborate to determine whether to hire a search firm and to select hiring committee members, with the Senate President and the FAC each providing the University President with a list of names from which a specified number of members will be chosen. For positions reporting to the Provost or the Senior Vice Provost for Academic Affairs, the Provost and the Senate President will collaborate to select hiring committee members, with the Senate President providing the Provost with a list of names from which a specified number of members will be chosen. Hiring advisory committees for the above positions will be constituted by the President in the case of the Provost and Senior Vice President, and by the Provost in other cases after soliciting nominations from the Senate President, President's Faculty Advisory Council, and other relevant advisory bodies.~~

UO ~~statutory~~ faculty, ~~as defined in the UO Constitution~~, will comprise the majority of the members of hiring advisory committees.

Other constituent groups (officers of administration, students, and classified staff, ~~and career non-tenure-track research faculty~~) will be represented insofar as their participation is appropriate to the position being hired, as should deans, other members of the University community, and external constituencies.

There will be a diversity of backgrounds and ranks on hiring advisory committees.

Hiring advisory committee members will be clearly identified on a website, along with their contact information.

#### **B. Administrator's Position Description and Application Call**

The University President or Provost will provide a position description and draft of the application call to the hiring advisory committee for review before the position opening is posted. The hiring advisory committee will solicit feedback from appropriate constituents and make recommendations for revision in the materials as needed. The hiring advisory committee will recommend a search structure and timeline appropriate to the position. Searches may be posted with deadlines or remain open until filled.

Typically, the process will require applicants to submit a current vita, references, and letter of application, including suitability for the position, personal objectives, summary of accomplishments, management style, contributions to equity and inclusion, vision for the unit, and ideas for accomplishing the vision.

The hiring advisory committee will review applications in a timely manner, narrowing the pool to a selection of semi-finalists to be evaluated for vetting before determining a small number of finalists for interviews.

~~Typically, finalists will make public presentations and meet with constituent groups. Candidates for Senior Vice President and Provost and for dean of academic units will make a public presentation. Public presentations may also be appropriate during interviews of other administrators.~~

### C. Confidentiality

Although the hiring process will be as open as practicable, applicant information will remain confidential. References will be contacted when permission is obtained from candidates. When finalists are announced, candidates' letters of application, and CVs, references, and other materials as appropriate will be made available on a public web site. If possible, candidates' public presentations will be video recorded and posted for viewing on the website.

### D. Hiring Advisory Committee's Solicitation of Input

The hiring advisory committee will solicit input broadly from the university community. Where appropriate, the hiring advisory committee also will solicit input from external constituencies.

The hiring advisory committee will use effective various means to collect input relevant information, including, where appropriate, letters soliciting opinions, group meetings with finalists, and one-on-one interviews.

### E. Report of the Hiring Advisory Committee

The hiring advisory committee will recommend final candidates to the university President or Provost, as appropriate, with a summary report of each candidate's strengths and weaknesses, as well as of constituents' and references' opinions.

Oregon law governs the confidentiality of the report.

## IV. Processes for Interim Searches

~~For an interim search, the goal is to quickly identify a short list of candidates and make an appointment informed by input from the university community to the extent practicable. The University President or Provost will consult with the Hiring Committee, the Senate President, and the President's Faculty Advisory Council to identify candidates, taking into consideration the principles detailed above and inviting campus input before making the appointment in a timely manner.~~