Administrative Procedure

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Subject: SELECTION OF MEMBERS TO THE ADVISORY COMMITTEE TO THE TRUSTEES COMMITTEE FOR THE SELECTION OF THE PRESIDENT

1.0. PURPOSE:

To establish the policy and procedures for selection of campus representatives to serve on the Advisory Committee to the Trustees Committee for the Selection of the President (ACTCSP).

2.0. ORGANIZATIONS AFFECTED:

All organizational units of the University, excluding the auxiliary organizations.

3.0. REFERENCES:

3.1. The Board of Trustees Policy for the Selection of Presidents.

3.2. The California State University, Los Angeles (CSULA) Faculty Handbook, Chapter III.

4.0. POLICY:

Campus representatives serving on the ACTCSP shall be selected within the policies of the Board of Trustees Policy for the Selection of Presidents.

4.1. The Board of Trustees (Board) of the California State University (CSU), in partnership with the Chancellor, is responsible for the recruitment, selection and appointment of CSU campus presidents. There is a deep commitment throughout the process to the principles of consultation with campus and community representatives and diversity. The ultimate decision and responsibility for the transition of executive leadership rests with the Board. The Chancellor designates staff to support the process.

4.2. The Chair of the Board, in addition to appointing a Trustees Committee for the Selection of the President (TCSP), appoints an advisory group to the TCSP, known as the ACTCSP.

4.3. To ensure that the search process respects the professional needs of candidates and is conducted with integrity, strict confidentiality must be maintained by members of the TCSP and the ACTCSP, the Chancellor and staff. Only the Chair of the TCSP or the Chancellor will act as spokesperson

Approved: _____ **Date:** _____

for the committees during the presidential search process. After providing a notice of violation and an opportunity for a meeting, the Chair may dismiss a member of the TCSP or the ACTCSP if confidentiality is determined by the Chair to have been violated, or if the behavior of a member is determined by the Chair to have been unethical, unprofessional, disruptive to the conduct of business, or if a member is determined by the Chair to have ignored or failed to follow these rules and procedures.

5.0. DEFINITIONS:

5.1. Trustees Committee for the Selection of the President (TCSP) - Committee appointed by the Chair of the Board of Trustees of the California State University. Membership is composed of the following:

5.1.1. Chair of the Board.

5.1.2. Four (4) Trustees, including one (1) designated by the Chair of the Board to serve as chair of the TCSP.

5.1.3. Chancellor.

5.2. Advisory Committee to the Trustees Committee for the Selection of the President (ACTCSP) - Committee appointed by the Chair of the Board to provide advice and consultation to the TCSP in the selection process. Membership is composed of the following:

5.2.1. Chair of the Academic Senate on campus.

5.2.2. Two (2) faculty representatives selected by the faculty at-large.

5.2.3. One (1) member of the campus support staff selected by the staff.

5.2.4. One (1) student selected by Associated Students, Inc. (ASI).

5.2.5. One (1) member of the campus Advisory Board, or CSULA Foundation if Advisory Board does not exist, selected by that board.

5.2.6. One (1) alumnus/alumna of the campus selected by the campus Alumni Association.

5.2.7. One (1) Vice President or academic Dean of the campus selected by the Chancellor.

5.2.8. The President of another CSU campus selected by the Chancellor.

The Chair of the Board may appoint up to two (2) additional members from constituent groups to the ACTCSP to strengthen its capacity to cope with the complex requirements of the search, including diversity of the campus, the service area or the state.

5.3. Campus Support Staff - Full-time permanent and confidential staff.

5.4. Campus Support Staff Eligibility - Only full-time permanent represented or confidential staff are eligible to be nominated and can vote.

6.0. RESPONSIBILITIES:

6.1. The Assistant Vice President, Human Resources Management will coordinate the selection of the campus support staff representative.

6.2. The Vice President for Information Technology Services and Chief Technology Officer, or designee, will coordinate the posting of the online election process for staff.

7.0. PROCEDURES:

7.1. Campus Support Staff Nomination Process:

7.1.1. Each Campus Support Staff Nomination shall require the following:

(1) Submission of an ACTCSP Staff Nomination Application (Appendix 8.1.).

(2) A statement, not to exceed 250 words, from the nominee describing why the candidate is well qualified to serve on the ACTCSP.

(3) Campus support staff may self-nominate or may give written permission to be nominated by a staff colleague.

7.1.2. Staff members serving in temporary positions in the Management Personnel Plan (MPP) and MPPs are not eligible to serve on the ACTCSP as a campus support staff representative.

7.1.3. Nominees must be able to commit to attend all meetings of the ACTCSP. In the event circumstances arise for which the selected representative is not able to attend all meetings, the nominee with the next highest votes will take his/her place on the Committee.

7.1.4. Only nominees with completed and verified applications will appear on the ballot.

7.1.5. In the event of a tie, the campus support staff member with the longest employment service record at CSULA will be selected.

7.1.6. The Assistant Vice President, Human Resources Management will:

7.1.6.1. Receive all ACTCSP Staff Nomination Applications for the campus support staff nominees.

7.1.6.2. Verify staff candidates and input names and Employee Identification Numbers into the Human Resources Student Administration (HRSA) system.

7.1.6.3. Provide a list of verified candidates along with nominee's statements electronically to the Vice President for Information Technology Services and Chief Technology Officer or designee.

7.1.6.4. Provide the selection criteria to use for eligibility to vote to the Vice President for Information Technology Services and Chief Technology Officer or designee.

7.1.6.5. Work with Information Technology Services to input candidate information into the electronic voting mechanism and to notify eligible campus support staff of the voting process and links to the voting site.

7.1.7. The Vice President for Information Technology Services and Chief Technology Officer, or designee, will:

7.1.7.1. Receive the list of candidates along with nominee's statements.

7.1.7.2. Set up electronic voting mechanism, which includes alphabetization of all candidates on the ballot. All voting will be done electronically.

7.1.7.3. Provide links to the nomination statements.

7.1.7.4. Forward the results of the campus support staff vote to the Vice President for Administration and Chief Financial Officer.

7.1.7.5. Activate/Deactivate the electronic voting mechanism based on the set voting opening date and closing date.

7.1.8. The Vice President for Administration and Chief Financial Officer will forward to the Chancellor the name of the campus support staff representative.

7.2. Timelines:

7.2.1. Announcement of online election and period for preparation of the Campus Support Staff Nomination Application is ten (10) working days.

7.2.2. Posting of online election is seven (7) working days. Links to the nomination statements will be provided.

7.2.3. The selected candidates' names will be forwarded to the Chancellor after the conclusion of the election.

7.2.4 The Chancellor will issue an official letter of appointment to the selected representatives.

8.0. APPENDICES:

8.1. ACTSCP Campus Support Staff Nomination Application.