



CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS POLICY MANUAL

Academic Affairs

Approved By: Richard R. Rush

Policy Number: AA.07.001/SP.15.005

Effective Date: April 5, 2016

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Policy on Conducting MPP III & IV Searches

PURPOSE:

To promote transparent and productive searches to which faculty may contribute in meaningful ways.

BACKGROUND:

There exists a clearly defined process for conducting the search for a CSU Campus President and an extensive process for conducting CI tenure-line faculty searches; however, CI has not yet put in place essential elements of Management Personnel Plan (MPP) searches. This policy helps bring consistent expectations and process when it comes to MPP searches, and helps clarify the role of faculty and staff. It should be used in conjunction with SP 14-15, Policy on Composition of MPP Search Committees.

POLICY:

Accountability:

President, Provost, Division Heads, Chair of Academic Senate, Human Resources

Applicability:

All searches for MPP IV positions; Division of Academic Affairs MPP III positions; other Division MPP III positions that involve significant interaction with faculty (as collaboratively determined by the Provost, Division Head, and Chair of the Academic Senate). This does not include the search for President (subject to Board of Trustees policy and appointment) or to interim appointments.

Policy Text:

Searches for MPP IV positions; Division of Academic Affairs MPP III positions; other Division MPP III positions that involve significant interaction with faculty shall have:

- An open call for faculty volunteers to serve on the Search Committee from the Chair of the Academic Senate, at least two weeks prior to the time that the job is posted,
- The position description developed in conjunction with members on the search committee whenever possible,
- A recruiting window of at least two weeks,
- An open forum held by the Search Committee of any and all finalists for the position,
- By the time of the open forum, an announcement of who is serving on the Search Committee,
- An opportunity and appropriate window to offer written input/feedback to the Search Committee and
- An announcement of the search result when the search is concluded.



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Note: Every effort shall be made to conduct searches during academic sessions. If a search operates substantially during non-academic sessions and is unable to garner faculty participation, the search committee may request a waiver from Human Resources Programs. Such a request will identify the steps the division took to solicit this participation, including a record of consultation with the Chair of the Academic Senate.

EXHIBIT(S):

None.