

Section 622.3 of the Administrative Manual:
**Appointment and Evaluation of Designated
Academic-Administrative and Administrative Employees**
(Approved June 6, 2018)

622.3 Appointment and Evaluation of Designated Academic-Administrative and Administrative Employees.

1. This section deals with the appointment and evaluation of the following positions:

- a. Academic-Administrative Employees. Management positions reporting directly to the Provost and Vice President for Academic Affairs including the following positions and any positions serving equivalent functions:

Vice Provost(s)

Associate Vice President, Faculty Affairs

Associate Vice President, Undergraduate Studies

Associate Vice President, Research and Graduate Studies

Associate Vice President, Academic Resources

Dean, Extended Learning

Director, Educational Opportunity Program (EOP)

- b. Administrative Employees. Other management positions of special interest to the faculty, including the following positions and any positions serving equivalent functions:

Associate Vice President(s), Student Affairs

Director, Career Center

Director, University Counseling Services

Director of the Office of Equity and Diversity

Director of Intercollegiate Athletics

2. At the request of the appropriate administrator, a search and screen committee will be formed as described below.
 - a. Applicants for all positions indicated in 622.3.1.a. and 622.3.1.b. above except for the Director of Intercollegiate Athletics and Director, University Counseling Services shall be screened by a seven-member search and screen committee composed of two appointees by the President, at least one of whom will be a faculty member; the Faculty President or designee; one student appointed by the President of the Associated Students in consultation with the President; one appointee of the administrator responsible for the area; and two members appointed by the Personnel Planning and Review Committee.
 - b. Applicants for the position of Director of Intercollegiate Athletics shall be screened by a seven to nine-member search and screen committee composed of the President of the Faculty or designee; two to four appointments by the President, including at least one faculty member; two faculty members designated by the Personnel Planning and Review Committee; the Faculty Athletic Representative; and one student member appointed by the President of Associated Students in consultation with the President.
 - c. Applicants for the position of Director, University Counseling Services will be screened by a seven-member search and screen committee composed of two appointees by the President, at least one of whom will be a faculty member; the Faculty President or designee; one student appointed by the President of the Associated Students in consultation with the President; one appointee of the administrator responsible for the area; one member appointed by the Personnel Planning and Review Committee and one University Counseling Services tenure-track faculty member elected by the tenure-track faculty of University Counseling Services.