

UNIVERSITY GUIDEBOOK

Subject: Selection of Administrative and Executive Officers of the University

Developed by: Office of the President

Approved: March 13, 1998

Revised: June 15, 2001, September 24, 2003

Authorized by: David C. Sweet

Title: President

EFFECTIVE: September 24, 2003

Policy: The Board of Trustees is committed to the principle of collegiality where, as appropriate, members of the University community—students, faculty, and staff—have opportunity to participate in the decision-making processes of the University. The Board further recognizes the value of input from the larger community, particularly as that input would be solicited as part of the process of presidential selection.

Principles:

- Advertising to fill executive and administrative officer positions of the University will be done in a manner that will create a diverse pool of candidates reflecting a wide diversity of values, ideas, and beliefs; and racial, ethnic, and social backgrounds.
- An individual selected to serve as an executive or administrative officer will be identified from an applicant pool obtained as a result of a national search process. (Filling these positions on a temporary basis may be done without initiating a formal process.)
- In recognition of the principles of collegiality, advisory committees will be utilized during the process of searching, screening, and interviewing executive and administrative officers.
- In selecting an individual to function as his/her special assistant, and such position constitutes an administrative or executive position, the President may waive the search process.

RESOLUTION NUMBERS: YR 1998-33; YR 2001-51; YR 2004-16

Administrative Officers of the University include the College Deans, Dean of Graduate Studies and Research, and the Executive Directors. As administrative officers, these individuals maintain management responsibilities for a specific segment of the campus. They also serve as an integral part of the University's leadership team that is responsible for the overall direction of the institution. Each serves as primary advisor on the various divisional advisory committees.

- Each **Dean** has responsibility for one of the six Colleges or the School of Graduate Studies and Research and reports directly to the Provost/Vice President for Academic Affairs.
- An **Executive Director** is responsible for a major administrative unit within either the Division of Financial Affairs, Division of Administration, Division of Development and Community Affairs, Division of Student Affairs, or the Division of Technology and each reports directly to an executive officer or designee appointed by the President.

Procedures for the Selection of Administrative Officers:

The procedures that follow provide an overall structure for administrative officer selection. It is recognized that these procedures may need to be adjusted to accommodate a particular situation.

1. When there is a need to identify a new administrative officer, the Provost/Vice President for Academic Affairs or appropriate executive officer or designee appointed by the President will appoint a Search Advisory Committee.
2. This Committee will include representatives of the affected University Division, and may include other members of the University community and other external members as appropriate.
3. This Committee will review all of the applications received, identify those meeting the pre-established qualifications, complete an initial check of references of the qualified candidates, and recommend a short list of candidates to be interviewed.
4. This Committee will be involved in the process of interviewing all of the candidates visiting the campus.
5. The on-campus interview process may include a broad representation of the affected University Division, other members of the University community, and others identified by the Provost/Vice President for Academic Affairs or executive officer or designee appointed by the President.

6. Upon the conclusion of the interview process, the Search Advisory Committee will submit to the Provost/Vice President for Academic Affairs or executive officer or designee appointed by the President an unranked list of three to five candidates, with an assessment of each, that are recommended to fill the vacant position.
7. The Provost/Vice President for Academic Affairs or executive officer or designee appointed by the President, in consultation with the President, will review the list of recommended candidates to identify the person to be extended an offer.
8. Exceptions to the above selection requirements may be granted in special circumstances where departure offers demonstrable benefits for the University. A request for such an exception must be submitted in writing to the Human Resources and Labor Relations Department and the Office of Equal Opportunity and Diversity for review and recommendation. A request initiated by a hiring department, together with the recommendations of Human Resources and Equal Opportunity, will be submitted to the President, who shall take final action on the request and report the recommendations and action taken to the Internal Affairs Committee of the Board of Trustees at or before its next meeting.

Executive Officers of the University are the Vice President for Student Affairs, Vice President for Development and Community Affairs, Chief Technology Officer, Vice President for Financial Affairs, Vice President for Administration, Provost/Vice President for Academic Affairs, and President. As executive officers, each maintains overall leadership for a particular division. The President, of course, assumes overall leadership for the institution. As University officials, each has the responsibility to represent the University and provide leadership in the specified areas of responsibility. The executive officers serve as primary advisors on the President's Cabinet.

- The **Vice President for Student Affairs** is the chief student personnel officer for the University and, in this capacity, provides leadership for the Division of Student Affairs and its major units, including Enrollment Services, Student Life, and Student Services. The Vice President works closely with the Provost/Vice President for Academic Affairs to provide a comprehensive and integrated university experience to a diverse student body. Major responsibilities of the Vice President include student discipline; divisional budget management; personnel supervision and planning; student life research; coordination of student enrollment and retention efforts; scholarship administration; administrative liaison with Student Government, student publications, and major student organizations; and primary responsibility for the campus environment and student welfare.

- The **Vice President for Development and Community Affairs** has responsibility for the acquisition of funds from individuals, corporations and foundations for the University. Working in cooperation with the Youngstown State University Foundation, and the Penguin Club, the Vice President chairs the Development Council; coordinates the development and implementation of a University public relations program; plans and implements special programs and activities; and supervises WYSU-FM.
- The **Vice President for Financial Affairs** is the chief fiscal officer of the University. The Vice President for Financial Affairs recommends fiscal policy to the President for consideration by the Board of Trustees and is responsible for implementation of these policies. Major roles of the Vice President for Financial Affairs include overseeing funds from state appropriations; developing and monitoring the financial transactions of the University; maintaining University payroll, and providing public accountability for University resources.
- The **Vice President for Administration** is the chief administrative officer of the University. Major roles of the Vice President for Administration include: providing public accountability for University resources; providing administrative leadership for developing policies, plans and allocation of resources; developing and monitoring non-academic personnel compensation, procedures and practices; development and maintenance of the physical plant of the University, maintaining the physical environment of the University, including the overall health, safety, and security of the campus.
- The **Chief Technology Officer** provides leadership to the Division of Technology. The Chief Technology Officer recommends technology policy to the President for consideration by the Board of Trustees and is responsible for implementation of these policies. Major roles of the Chief Technology Officer include: meeting the computing hardware and software needs, computing and information systems, computer services, media and academic computing, network services, and electronics maintenance services for the University community.
- The **Provost/Vice President for Academic Affairs** is the chief academic officer of the University. As the President's first delegate, the Provost/Vice President for Academic Affairs has primary responsibility for the overall administration of the academic programs of the University. The Provost/Vice President for Academic Affairs is charged to promote academic excellence in the faculty and academic programs of the University, as well as to strive for efficiency in instructional programs. The Provost/Vice President for Academic Affairs provides leadership in the academic division and serves as a primary interface between the academic and other divisions of the University. Major responsibilities of the Provost/Vice President for Academic Affairs included developing and coordinating University planning;

coordinating faculty recruitment, development, and employment activities; providing leadership in program review and development; enhancing academic/cultural environment; coordinating academic public services and academic records; Public Service Institute; and stimulating research, scholarly activity, and creative endeavor. The Provost/Vice President for Academic Affairs also provides overall leadership and coordination for the academic departments, schools, and colleges; Maag Library; Office of Institutional Research and Assessment, Center for International Studies and Programs; Center for Advancement of Teaching and Learning at Youngstown State University (CATALYST); and University Outreach.

Procedures for the Selection of an Executive Officer:

The procedures that follow provide an overall structure for executive officer selection. It is recognized that these procedures may need to be adjusted to accommodate a particular situation.

1. When there is a need to identify a new executive officer, the President will appoint a Search Advisory Committee.
2. This Committee will include representatives of the affected University Division, and may include other members of the University community and other external members as appropriate.
3. This Committee will review all of the applications received, identify those that meet the pre-established qualifications, complete an initial check of references of the qualified candidates, and recommend a short list of candidates to be interviewed.
4. This Committee will be involved in the process of interviewing all of the candidates visiting the campus.
5. The on-campus interview process may include a broad representation of each of the Divisions of the University, students, appropriate community representatives, and others identified by the President.
6. The President will also host a meeting with each of the final candidates and members of the Board of Trustees.
7. Exceptions to the above selection requirements may be granted in special circumstances where departure offers demonstrable benefits for the University. A request for such an exception must be submitted in writing to the Human Resources and Labor Relations Department and the Office of Equal Opportunity and Diversity for review and recommendation. The request initiated by the President, together with the recommendations of Human Resources and Equal Opportunity, will be submitted

to the Internal Affairs Committee of the Board of Trustees, which shall recommend the final action to be taken on the request by the Board of Trustees.

- The **President** is the chief executive officer of the University. Responsible to the Board of Trustees for the overall operation of the institution, the President executes the power and authority of the Board of Trustees in leadership, planning, and development of the institution. The President delegates to various divisions primary responsibility for academic affairs, financial affairs, administration, development and community affairs, and student affairs. The President expects the faculty, through the Provost/Vice President for Academic Affairs, to share the responsibility by recommending admission requirements, curriculum, teaching appointments, graduation requirements, textbooks, and other appropriate academic procedures.

The President is charged to manage the necessary financial resources, obtain personnel capable of maintaining and enhancing academic standards, maintain programs of support to the regional service area, and serve the needs of students in the University's service area.

Procedures for the Selection of a University President:

The procedures that follow provide an overall structure for University President selection. It is recognized that these procedures may need to be adjusted to accommodate a particular situation.

1. The selection of the President of the University is the responsibility of the Board of Trustees.
2. When there is a need to identify a new President, the Chairperson of the Board of Trustees will involve the Board membership in the process of identifying the required qualifications for the position and outlining the process to be utilized to identify a President.
3. Normally, the Board will utilize the services of a professional search firm to assist with the process.
4. In recognition of the principles of collegiality, a Presidential Search Advisory Committee will be appointed by the Board.
5. The process of identifying, selecting, and appointing a University President involves a number of elements. The Board of Trustees may elect to involve representatives of the alumni, faculty, staff, and student body in one or more of these elements. Typically, the Board selects a representative committee to be involved in the search, screen, and interview elements of the process.