



TO: SUNY University Faculty Senate
FROM: Operations Committee
RE: Resolution: Best Practices for Administrative Searches at the Associate Dean Level and Above
DATE: Spring Plenary, April 22, 2023
LOCATION: Upstate Medical University, Syracuse NY

Resolution #: 194-02-1

Vote: For: 47 / Against: 0

Rationale :

Whereas the SUNY Board of Trustees Policy requires that the chief administrative officer will make the appointment of academic officers such as vice-president for academic affairs, academic deans, and others with similar responsibilities after consultation with the faculty¹; and

Whereas the UFS has passed the resolution 176-03-1: Resolution on Administrative Searches – Dean and Above,² “to recommend governance bodies specify within their bylaws consultative search procedures for all appointments” for administrative searches; to “encourage Campus Presidents to work with local campus governance bodies to write and approve the campus governance bylaws pertaining to consultation during” administrative searches; to “recommend each campus governance body determine the method by which representatives of recognized campus governance bodies will be selected to search committees for all” administrative searches. Chancellor Johnson responded on November 7, 2017³ that they were prepared to “ask CFO to remind campus human resource offices of [SUNY Trustee Policies, Title B Sections 1 and 2], and Interim Provost to do the same for chief academic officers and campus presidents respectively; and

Whereas resolution 182-01-1: Proposed Policy for Appointment of Interim Administrators at and Above the Level of Dean⁴ that resolved to support a general policy that interim appointments should be made after the inclusion of shared governance in the decision-making

¹ SUNY Board of Trustees Policy (Article IX, Title B, Section 2) [https://www.suny.edu/media/suny/content-assets/documents/boardoftrustees/SUNY BOT Policies January2023.pdf](https://www.suny.edu/media/suny/content-assets/documents/boardoftrustees/SUNY_BOT_Policies_January2023.pdf)

² 176-03-1: UFS Resolution on Administrative Searches at the Level of Dean and Above (Excluding Presidents) [https://system.suny.edu/media/suny/content-assets/documents/faculty-senate/plenary/spring-canton-2017/176-03-1-Resolution-on-Administrative-Searches-at-the-Level-of-Dean-and-Above-\(Excluding-Presidents\).pdf](https://system.suny.edu/media/suny/content-assets/documents/faculty-senate/plenary/spring-canton-2017/176-03-1-Resolution-on-Administrative-Searches-at-the-Level-of-Dean-and-Above-(Excluding-Presidents).pdf)

³ Chancellor Johnson’s response to 176th Plenary Resolutions <https://system.suny.edu/media/suny/content-assets/documents/faculty-senate/resolutions/ChancellorResponse-176th-UFS.pdf>

⁴ 182-01-1: Proposed Policy for Appointment of Interim Administrators at and Above the Level of Dean <https://system.suny.edu/media/suny/content-assets/documents/faculty-senate/plenary/182-01-01---Proposed-Policy-for-Appointment-of-Interim-Administrators.pdf>

process; and recommended a policy to Chancellor Johnson for the appointment of interim positions. Chancellor Johnson responded on September 5, 2019⁵ that the current Policies of the SUNY Trustees states that Appointments “shall be made after consultation with the faculty” and was shared with the Vice Chancellor of Human Resources; and

Whereas a comprehensive search of the 32 SUNY University Faculty Senate (UFS) member websites found only one publicly available document for guidelines and processes for administrative searches at the assistant dean level or higher (Empire State College⁶); and

Whereas administrative turnover has long been an issue in higher education⁷; and

Whereas easily accessible, publicly available, documented search practices can benefit all SUNY institutions working to fill administrative vacancies now and in the future; and

Whereas providing consistent established search practices promotes transparency and shared governance at each campus;

Resolution:

Therefore, be it resolved that SUNY UFS calls on the Chancellor to direct campus administrators, with the consultation of campus governance leaders, to ensure the inclusion of department, school/college/center, and campus governance representatives in administrative searches (including those for interim appointments) consistent with the searches at the dean level⁸, and document this in guidelines posted on each institution’s website; and

Be it further resolved that SUNY UFS calls on the Chancellor to direct campus administrators to meaningfully involve faculty, staff, and students in the interview process for finalists for these positions and allow those faculty, staff, and students to provide feedback to the search committee; and

Be it further resolved that the SUNY University Faculty Senate calls on the Chancellor to direct campus administrators to make publicly available on their institutions’ websites the guidelines

⁵ Chancellor Johnson’s Response to 182nd Plenary Resolutions <https://system.suny.edu/media/suny/content-assets/documents/faculty-senate/plenary/Chancellor's-Response-182nd--Potsdam.pdf>

⁶ Empire State University DEAN/ASSOCIATE DEAN SEARCH COMMITTEE GUIDELINES <https://www.esc.edu/policies/?search=cid%3D48795>

⁷ College Administrator Data/Turnover Rates Through 2022 <https://hepinc.com/newsroom/college-administrator-data-turnover-rates-through-2022/>

⁸ Official Compilation of Codes, Rules and Regulations of the State of New York (Title 8, Chapter V, Subchapter B, Part 333, Title B) [https://govt.westlaw.com/nycrr/Document/Iddf22237c22311dd973ec82e85411269?viewType=FullText&originationContext=documenttoc&transitionType=CategoryPageItem&contextData=\(sc.Default\)](https://govt.westlaw.com/nycrr/Document/Iddf22237c22311dd973ec82e85411269?viewType=FullText&originationContext=documenttoc&transitionType=CategoryPageItem&contextData=(sc.Default))

and/or historical approaches their campuses use for administrative searches for Academic Administration positions, as defined by SUNY⁹, (excluding presidential searches); and

Be it further resolved that SUNY UFS calls on the Chancellor to provide space on SUNY's website to archive high-quality practices for administrative searches as a resource for campuses.

⁹ Academic Administration - SUNY <https://www.suny.edu/hr/compensation/unclassified/group-list/academic-administration/>