

**ADMINISTRATIVE COUNCIL
MIDWESTERN STATE UNIVERSITY**

Meeting No. 12-03

April 16, 2012

The Administrative Council met Monday, April 16, 2012, at 2:00 p.m. in the J. S. Bridwell Foundation Board Room in the Hardin Administration Building. Present were Dr. Jesse W. Rogers, Chairman; Dr. Alisa White, Dr. Howard Farrell, Dr. Keith Lamb, Mr. Kyle Owen, Dr. Pam Morgan, Mr. Charlie Carr, Mr. Barry Macha, Dr. James Owen, Mr. Kyle Christian, Ms. Debbie Barrow, Ms. Julie Gaynor, Ms. Dianne Weakley, Ms. Jolene Welch, and Ms. Cindy Ashlock.

MSU Policies and Procedures

Policy 2.31, President's Office, Administration Selection Process

Dr. Rogers stated the policy was being presented to reflect current university structure and procedures. Dr. Farrell requested that a staff employee be added to the structure of the provost and vice president for academic affairs search advisory committee (section C.a.) (see **Attachment A**). The Council approved the policy be placed on the May Board of Regents agenda.

Policy 3.112, Provost and Vice President for Academic Affairs

Ms. Weakley stated (see **Attachment B**). The Council approved the policy to be placed on the February Board of Regents agenda.

Policy 2.323, President's Office

Mr. Macha proposed adding a section to address the Office of General Counsel (see **Attachment C**). The Council approved placing the policy on the February Board of Regents agenda. **NOTE: after the meeting, the administration pulled this item for further review.**

Policy 2.31, President's Office, Administration Selection Process

Ms. Barrow stated that while reviewing the *Policies and Procedures* manual for the SACS reaccreditation, it was found that changes were necessary to be in accordance with current university procedures (see **Attachment D**). The Council approved placing the policy on the February Board of Regents agenda.

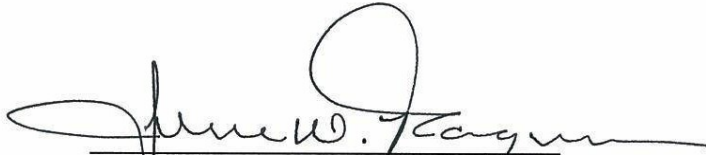
Policy 2.339, Vice President for Administration and Institutional Effectiveness, Organization
Policy 4.181, Administration and Institutional Effectiveness, Information Technology
Policies and Procedures

Policy 4.188 Administration and Institutional Effectiveness, Mobile Communication Devices
Dr. Clark presented changes to the administrative organization (see **Attachment E, F, G**). The Council approved the title changes as presented.

MSU Telephone Replacement Project
This item was pulled from the agenda.

Adjournment

There being no further business, the meeting was adjourned at 2:50 P.M.

A handwritten signature in black ink, appearing to read "Jesse W. Rogers", written over a horizontal line.

Jesse W. Rogers, Chairman

A handwritten signature in blue ink, appearing to read "Cindy Ashlock", written over a horizontal line.

Cindy Ashlock, Secretary

2.31

President's Office

ADMINISTRATION SELECTION PROCESS

Date Adopted/Most Recent Revision: 02/17/2012

A. Introduction

It is the policy of Midwestern State University to fill major administrative positions through the use of search advisory committees, except when such vacancies are filled through internal promotion either from within the same department or program or a department or program from another area of the university. When search committees are used, any or all candidates recommended for a position by the search committee or administrator may be rejected by the administrator involved and the selection process begun again. All nominations for positions on the various committees will be made on the basis of two nominations to fill one vacancy with the President having final approval of the membership of the committees. The following guidelines are to be used in the filling of the major administrative positions.

B. President

The appointment of the president of the university shall be made by the Board of Regents. The Board of Regents may appoint a Search Advisory Committee, which may make recommendations to the board concerning candidates for the position of president. The board shall make the final selection and approve a contract with the president for a maximum of three years (Texas Education Code 51.948). A two-thirds vote of the members present and voting shall be required for the election. The president may be granted faculty status and may be awarded tenure as a faculty member by the Board of Regents (Policy 2.335). A written contract shall be signed by the board chairperson, board secretary, and the president.

The president's performance shall be evaluated by the Board of Regents at its first regular meeting each calendar year.

1. Internal Auditor

The Internal Auditor will be appointed by the President.

2. Director of Human Resources

The Director of Human Resources will be appointed by the President.

3. General Counsel

The General Counsel will be appointed by the President.

4. Museum Director

The Museum Director will be appointed by the President

C. Provost and Vice President for Academic Affairs

- a. The Provost and Vice President for Academic Affairs will be appointed by the President. ~~from a list of three candidates selected by a search and screening committee. The committee will be composed of one student, two deans, and four faculty members. The student will be chosen by~~

the President from two names submitted by the Student Government. The two deans will be selected by the President. The four faculty members will be selected by the President from a list of eight names chosen by the Faculty Senate. The Chairperson of the committee will be appointed by the President from the members selected. **A search advisory committee for the selection of the Provost and Vice President for Academic Affairs shall be constituted by the President. The committee shall consist of no fewer than three faculty representatives, one dean, one staff representative, and one student. The members will be selected by the President in consultation with the Faculty Senate and Student Government. The President will appoint the committee chair.**

1. **Associate Provost Vice President for Outreach and Engagement**

The Associate Provost **Vice President for Outreach and Engagement** will be appointed by the President upon recommendation of the Provost and Vice President for Academic Affairs.

2. **University Librarian**

The University Librarian will be appointed by the President upon recommendation of the Provost and Vice President for Academic Affairs. ~~The Provost and Vice President for Academic Affairs will select the candidate to be recommended to the President from three candidates selected by a search and screening committee. The search and screening committee will be composed of one representative of Midwestern State University's library staff at the professional level and one representative of the library at the staff level, four full-time faculty members and one student. The representatives of the library will be selected by the Provost and Vice President for Academic Affairs. The four faculty members will be selected by the Provost from a list of eight names chosen by the Faculty Senate. The student will be chosen by the Provost from two names submitted by the Student Government. The Chairperson of the committee will be appointed by the Provost from the members selected.~~ **A search advisory committee for the selection of the University Librarian shall be constituted by the Provost and Vice President for Academic Affairs. The committee shall consist of no fewer than one librarian and one representative of the library staff, three faculty representatives, and one student. The Provost and Vice President for Academic Affairs will appoint the committee chair.**

3. ~~Associate Vice President for Outreach and Engagement~~

~~The Associate Vice President for Outreach and Engagement will be appointed by the President on recommendation of the Provost and Vice President for Academic Affairs.~~

4. **Academic Success Center**

The Director of the Academic Success Center will be appointed by the President on recommendation of the Provost and Vice President for Academic Affairs.

5. ~~Director of Upward Bound~~

~~The Director of Upward Bound will be appointed by the President on recommendation of the Provost and Vice President for Academic Affairs in consultation with the Director of the Academic Success Center.~~

6. **Honors Program Director**

The Honors Program Director will be appointed by the President on recommendation of the Provost and Vice President for Academic Affairs.

7. **Registrar**

The Registrar will be appointed by the President upon recommendation of the Provost and Vice President for Academic Affairs.

8. **Deans of Colleges**

a. A search ~~and screening~~ **advisory** committee for the selection of the dean of a college or school shall be constituted by the ~~President upon recommendation of the~~ Provost and Vice President for Academic Affairs. The committee shall consist of no fewer than three faculty representatives from the college or school within the university. In addition, one or more persons from either within the university or from outside the university may serve on the committee. The number of persons appointed from outside the university shall not exceed one half of the membership of the committee. The Provost and Vice President for Academic Affairs will ~~chair~~ **appoint** the committee **chair, who may have an appointment within or outside the college or school.**

b. The committee will screen applicants and recommend ~~up to five~~ candidates for further consideration. ~~The Provost and Vice President for Academic Affairs will so advise and make recommendation to the President.~~ The final determination of the appointment shall be made by the President **in consultation with the Provost and Vice President for Academic Affairs.**

9. **Department Chairs**

Each dean will nominate Academic Department Chairs as needed for the programs in that college. The nomination is subject to approval by the Provost and Vice President for Academic Affairs and the President and should be made in consultation with the faculty who teach in that program.

10. **Dean of the Graduate School**

The Dean of the Graduate School will be appointed by the President ~~upon recommendation from~~ **in consultation with** the Provost and Vice President for Academic Affairs. The Provost and Vice President for Academic Affairs, ~~who will also appoint the chairperson,~~ will appoint the members of the search ~~and screening~~ **advisory** committee **and appoint the committee chair.** The committee will be composed of one graduate program coordinator from each college with graduate programs, a graduate faculty member, a graduate student, and a college dean. **When circumstances dictate or allow the consideration of candidates both external and internal to the university,**

the position will be advertised nationally. When circumstances do not allow the consideration of an external candidate, the position will be advertised internally.

~~a. **External and Internal Candidates**~~

~~**Considered**—When circumstances dictate or allow the consideration of candidates both external and internal to the university, the Provost and Vice President for Academic Affairs will select the candidate to be recommended to the President from up to three applicants recommended by the search and screening committee.~~

~~b. **Internal Candidates Only**—When circumstances do not allow the consideration of an external candidate, the position will be advertised internally, and the Provost and Vice President for Academic Affairs will select the candidate to be recommended to the President from up to three applicants recommended by the search and screening committee from the resulting pool of applicants.~~

D. Vice President for Administration and Institutional Effectiveness

The Vice President for Administration and Institutional Effectiveness will be appointed by the President. ~~from a list of candidates recommended by a search advisory committee. **A search advisory** The committee **for the selection of the Vice President for Administration and Institutional Effectiveness shall be constituted by the President. The committee** shall consist of no fewer than two faculty and two staff representatives. The members will be selected by the President in consultation with the Faculty Senate and Staff Senate. ~~The Chairperson of the search advisory committee will be appointed by the President. **The President will appoint the committee chair.**~~~~

1. Director of Institutional Research & Assessment

The Director of Institutional Research & Assessment will be appointed by the President upon recommendation of the Vice President for Administration and Institutional Effectiveness.

2. Chief Information Officer

The Chief Information Officer will be appointed by the President upon recommendation of the Vice President for Administration and Institutional Effectiveness.

E. Vice President for Business Affairs and Finance

The Vice President for Business Affairs and Finance will be appointed by the President. ~~from a list of candidates recommended by a search advisory committee. **A search advisory** The committee **for the selection of the Vice President for Business Affairs and Finance shall be constituted by the President. The committee** shall consist of no fewer than two faculty~~

and two staff representatives. The members will be selected by the President in consultation with the Faculty Senate and Staff Senate. ~~The Chairperson of the search advisory committee will be appointed by the President.~~ **The President will appoint the committee chair.**

1. **Controller**

The Controller will be appointed by the President upon recommendation of the Vice President for Business Affairs and Finance.

2. **Associate Vice President for Facilities Services**

The Associate Vice President for Facilities Services will be appointed by the President upon recommendation of the Vice President for Business Affairs and Finance.

3. **Assistant Director of Facilities Services**

The Assistant Director of Facilities Services will be appointed by the President upon recommendation of the Vice President for Business Affairs and Finance in consultation with the Associate Vice President for Facilities Services.

4. **Director of Purchasing**

The Director of Purchasing will be appointed by the President upon recommendation of the Vice President for Business Affairs and Finance.

5. **Payroll Supervisor**

The Payroll Supervisor will be appointed by the President upon recommendation of the Vice President for Business Affairs and Finance.

6. **Director of Budget and Management**

The Director of Budget and Management will be appointed by the President upon recommendation of the Vice President for Business Affairs and Finance.

F. **Vice President for University Advancement and Public Affairs**

The Vice President for University Advancement and Public Affairs will be appointed by the President. ~~from a list of candidates recommended by a search advisory committee.~~ **A search advisory committee for the selection of the Vice President for University Advancement and Public Affairs shall be constituted by the President. The committee shall consist of no fewer than two faculty and two staff representatives. The members will be selected by the President in consultation with the Faculty Senate and Staff Senate. The Chairperson of the search advisory committee will be appointed by the President. The President will appoint the committee chair.**

1. **Director of Marketing and Public Information**

The Director of Marketing and Public Information will be appointed by the President upon recommendation of the Vice President for University Advancement and Public Affairs.

2. **Director of Alumni Relations**

The Director of Alumni Relations will be appointed by the President upon recommendation of the Vice President for University Advancement and Public Affairs.

3. **Director of University Development**

The Director of University Development will be appointed by the President upon recommendation of the Vice President for University Advancement and Public Affairs.

G. Vice President for Student Affairs and Enrollment Management

The Vice President for Student Affairs and Enrollment Management will be appointed by the President. ~~from a list of candidates recommended by a search advisory committee. A search advisory~~ The committee for the selection of the Vice President for Student Affairs and Enrollment Management shall be constituted by the President. The committee shall consist of no fewer than two faculty, two staff representatives, and one student. The members will be selected by the President in consultation with the Faculty Senate, and the Staff Senate, and Student Government. ~~The Chairperson of the search advisory committee will be appointed by the President.~~ The President will appoint the committee chair.

1. **Director of Admissions**

The Director of Admissions will be appointed by the President upon recommendation of the Vice President for Student Affairs and Enrollment Management

2. **Director of Career Management Center and Testing Services**

The Director of the Career Management Center and Testing Services will be appointed by the President upon recommendation of the Vice President for Student Affairs and Enrollment Management.

3. **Director of Student Financial Aid**

The Director of Student Financial Aid will be appointed by the President upon recommendation of the Vice President for Student Affairs and Enrollment Management.

4. **Director of International Services**

The Director of the Office of International Services will be appointed by the President upon recommendation of the Vice President for Student Affairs and Enrollment Management.

5. **Chief of Police**

The Chief of Police will be appointed by the President upon recommendation of the Vice President for Student Affairs and Enrollment Management.

6. **Dean of University Wellness and Director of Recreational Sports**

The Dean of University Wellness and Director of Recreational Sports will be appointed by the President upon recommendation of the Vice President for Student Affairs and Enrollment Management.

7. **Director of Counseling Center**

The Director of the Counseling Center will be appointed by the President upon recommendation of the Vice President for Student Affairs and Enrollment Management in consultation with the Dean of University Wellness and Director of Recreational Sports.

8. **Director of Disability Support Services**

The Director of Disability Support Services will be appointed by the President upon recommendation of the Vice President for Student Affairs and Enrollment Management in consultation with the Dean of University Wellness and Director of Recreational Sports

9. **Director of Vinson Health Center**

The Director of Vinson Health Center will be appointed by the President upon recommendation of the Vice President for Student Affairs and Enrollment Management in consultation with the Dean of University Wellness and Director of Recreational Sports.

10. **Vinson Health Center Physician**

The Vinson Health Center Physician will be appointed by the President upon recommendation of the Vice President for Student Affairs and Enrollment Management in consultation with the Dean of University Wellness and Director of Recreational Sports.

11. **Dean of Students**

The Dean of Students will be appointed by the President upon recommendation of the Vice President for Student Affairs and Enrollment Management.

12. **Postal Services Supervisor**

The Postal Services Supervisor will be appointed by the President upon recommendation of the Vice President for Student Affairs and Enrollment Management in consultation with the Dean of Students.

13. **Director of Housing and Residence Life**

The Director of Housing and Residence Life will be appointed by the President upon recommendation of the Vice President for Student Affairs and Enrollment Management in consultation with the Dean of Students.

14. **Director of Student Development and Orientation**

The Director of Student Development and Orientation will be appointed by the President upon recommendation of the Vice President for Student Affairs and Enrollment Management in consultation with the Dean of Students.

Contracted Services

1. University Food Service

A food service vendor will be contracted for services by the Board of Regents upon recommendation of the President in consultation with the Vice President for Student Affairs and Enrollment Management in consultation with the Dean of Students.

2. University Bookstore

A bookstore vendor will be contracted for services by the Board of Regents upon recommendation of the President in consultation with the Vice President for Student Affairs and Enrollment Management in consultation with the Dean of Students.

H. Director of Athletics

The Director of Athletics will be appointed by the President. ~~from a list of three candidates recommended by~~ A **search advisory** screening committee **for the selection of a Director of Athletics shall be constituted by the President. The committee shall consist** ~~comprised of~~ a representative from Academic Affairs, Business Affairs and Finance, Student Affairs and Enrollment Management, ~~and~~ University Advancement and Public Affairs, **and the Athletics staff**; and one faculty member ~~selected from a list of two names chosen by the Faculty Senate; one member from the Athletics staff; and one student selected~~ **in consultation with the Faculty Senate and Student Government.** ~~from a list of two names submitted by Student Government. The Chairperson of the committee will be appointed by the President from among the above group.~~ **The President will appoint the committee chair.**

1. Coaches

a. Full-Time Head Coaches

The committee responsible to search and receive applications for full-time head coaching positions will consist of the Director of Athletics (serving as Chairperson), the Faculty Athletic Representative, the Dean of Students and one student athlete. The kinesiology chair and president of the MSU M-Club will serve as ex-officio, non-voting members of the committee. ~~Three candidates will be selected by the committee to be recommended to the President.~~

b. Less Than Full-Time Head Coaches and Assistant Coaches

Since assistant coaches and/or graduate assistants are used for less than full-time head coaching positions in certain sports, formal search procedures are neither feasible nor desirable. Assistant Coaches and/or less than full-time head coaches will be appointed by the Director of Athletics, in consultation with the kinesiology program coordinator and with the approval of the President.

c. Pre-Employment Certification

Prior to offering employment to any head coach, the president or his designee shall contact the enforcement Office of the National Collegiate Athletic Association (NCAA) to determine if that coach has been sanctioned for violations of NCAA or conference rules. Employment shall not be offered to any coach who has had such sanctions imposed against him/her.

2. **Executive Associate Athletic Director**

The Executive Associate Athletic Director will be appointed by the President upon recommendation of the Director of Athletics.

3. **Associate Athletic Director and Senior Woman Administrator**

The Associate Athletic Director and Senior Woman Administrator will be appointed by the President upon recommendation of the Director of Athletics.

4. **Assistant Athletic Director for Marketing, Promotions and Public Relations**

The Assistant Athletic Director for Marketing, Promotions and Public Relations will be appointed by the President upon recommendation of the Director of Athletics.

5. **Assistant Athletic Director for Business Affairs and Event Management**

The Assistant Athletic Director for Business Affairs and Event Management will be appointed by the President upon recommendation of the Director of Athletics.

Attachment B