

CAL POLY HUMBOLDT
University Senate

Resolution on Management Position Program Hiring Policy

19-24/25-Constitution and Bylaws Committee — May 13, 2025 — Second Reading

RESOLVED: That the University Senate of Cal Poly Humboldt recommends to the President to adopt this Management Position Program Hiring Policy; and be it further;

RESOLVED: That the Faculty Handbook Section 700 (Article 701 and 708) be amended to reflect this policy

Current Language:

701. CONSULTATION RELATED TO APPOINTMENT OF ADMINISTRATIVE POSITIONS

The University observes a policy of collegiality that includes the participation of faculty, staff, and students (where appropriate) on search committees that review the applications of persons applying for administrative positions in the University. These committees will have access to documents relating to the candidates, will participate in the interview process, and make their recommendations known to the President or other administrator, who is responsible for making the appointment. Unless specified otherwise below, all search committees for administrative positions not under the Division of Academic Affairs, at the level of Associate Vice President or higher, will have a minimum of two General Faculty members, appointed by the President in consultation with the Senate Executive Committee (Academic Senate Resolution #19-05/06-EX, March 7, 2006)

708. PROVOST AND VICE PRESIDENT FOR ACADEMIC AFFAIRS

The search committee for the Provost and Vice President for Academic Affairs position shall consist of:

- Faculty members, one from each college and one from the University Library, elected by the faculty of the Colleges and the University Library.
- One or two non-academic staff members **selected by the President or designee.**
- One or two deans appointed by the President or designee.
- One vice president appointed by the President.

- Two students, one undergraduate and one graduate, selected by the Associated Students.
- The President or designee may select one or more members in consultation with the Executive Committee of the Senate. These members will serve to represent areas or issues not represented by the above.
- The President or designee will appoint the chair of the search committee.

708.1. VICE PROVOST FOR ACADEMIC PROGRAMS AND DEAN OF UNDERGRADUATE AND GRADUATE STUDIES

The search committee for Staff Deans (Dean for Research, Graduate Studies and International Programs and Vice Provost for Academic Programs and Undergraduate Studies) shall consist of:

- Faculty members, one from each college and the University Library, elected by the faculty of the colleges and the University Library.
- One non-academic staff member selected by the President or their designee.
- One or two deans appointed by the President or their designee.
- One student member selected by the Associated Students.
- The President or their designee may select one or more members in consultation with the Executive committee of the Senate who will serve to represent areas or issues not represented by the above.
- The President or designee will select the chair of the search committee from among the faculty elected to serve on the committee.

708.2. DEANS OF COLLEGES

The search committee for the dean of a college shall consist of:

- Six faculty members to be elected from the college.
- One non-academic staff member selected by the President or their designee.
- One or two deans appointed by the President or their designee.
- One student member selected by the Associated Students.
- The President or their designee may select one or more members in consultation with the Executive committee of the Senate who will serve to represent areas or issues not represented by the above.
- The President or their designee will select the chair of the search committee from among the faculty elected to serve on the committee.

Amended Language:

701. CONSULTATION RELATED TO APPOINTMENT OF ADMINISTRATIVE POSITIONS

The University follows the *Management Position Program Hiring Policy* as the guiding framework for hiring administrative positions. In alignment with the University's commitment to collegiality, faculty, staff, and, where appropriate, students participate in search committees that review applications for administrative roles. These committees will have access to relevant candidate documents, engage in the interview process, and provide recommendations to the President or the appropriate administrator responsible for making the appointment.

708. PROVOST AND VICE PRESIDENT FOR ACADEMIC AFFAIRS

The search committee for the Provost and Vice President for Academic Affairs position shall consist of:

- Faculty members, one from each college and one from the University Library, elected by the faculty of the Colleges and the University Library.
- One or two non-academic staff members **selected by the Staff Council**.
- One or two deans appointed by the President or designee.
- One vice president appointed by the President.
- Two students, one undergraduate and one graduate, appointed by the Associated Students.
- The President or designee may select one or more members in consultation with the Executive Committee of the Senate. These members will serve to represent areas or issues not represented by the above.
- The President or designee will appoint the co-chairs of the search committee.

708.1. VICE PROVOST FOR ACADEMIC PROGRAMS AND DEAN OF UNDERGRADUATE AND GRADUATE STUDIES

The search committee for Staff Deans (Dean for Research, Graduate Studies and International Programs and Vice Provost for Academic Programs and Undergraduate Studies) shall consist of:

- Faculty members, one from each college and the University Library, elected by the faculty of the colleges and the University Library.
- One non-academic staff member **selected by the Staff Council**.
- One or two deans appointed by the President or their designee.
- One student member appointed by the Associated Students.

- The President or their designee may select one or more members in consultation with the Executive committee of the Senate who will serve to represent areas or issues not represented by the above.
- The President or designee will select the chair of the search committee from among the faculty elected to serve on the committee.

708.2. DEANS OF COLLEGES

The search committee for the dean of a college shall consist of:

- Six faculty members to be elected from the college.
- One non-academic staff member **selected by the Staff Council**.
- One or two deans appointed by the President or their designee.
- One student member appointed by the Associated Students.
- The President or their designee may select one or more members in consultation with the Executive committee of the Senate who will serve to represent areas or issues not represented by the above.
- The President or their designee will select the chair of the search committee from among the faculty elected to serve on the committee.

RATIONALE: To establish a structured, transparent, and equitable process for recruiting, selecting, and onboarding management personnel. This policy ensures compliance with legal and institutional regulations, promotes diversity and inclusion, and upholds shared governance by involving faculty, staff, and students in hiring decisions. It strengthens leadership accountability and aligns hiring practices with the university's mission and strategic objectives.

Management Position Program Hiring Policy [Policy Number] Constitution and Bylaws Committee

Applies to: Faculty, staff, students, and administrators.

This policy establishes a transparent hiring process for management positions, ensuring compliance with regulations, equity principles, and strategic goals. It outlines structured recruitment, selection, and onboarding procedures while emphasizing diversity, fairness, and accountability. Regular reviews maintain alignment with best practices and institutional priorities.

Supersedes: #19-05/06-EX

Purpose of the Policy

The purpose of this policy is to ensure a transparent, equitable, and structured hiring process for management positions that align with the university's mission, strategic goals, and commitment to diversity and inclusion. By establishing clear guidelines for recruitment, selection, and onboarding, the policy upholds best practices, regulatory compliance, and shared governance principles while fostering effective leadership and institutional accountability.

Definitions

Search Committee: A group of representatives tasked with overseeing candidate evaluation and selection.

Equity Advocate: A committee member responsible for promoting fairness and impartiality in the hiring process.

Onboarding: The process of integrating a new hire into the university, including orientation, training, and ongoing support.

Policy Details

1. Introduction and Scope

1.1 The purpose of this policy is to establish a structured and transparent framework for hiring qualified management personnel who will uphold and advance the university's mission and strategic objectives. Recognizing the critical role that effective leadership

plays in fostering academic and organizational success, this policy is designed to ensure that hiring processes align with best practices, university policies, and equity principles.

1.2 Management Personnel Program (MPP) refers to a classification of employees who serve in management, supervisory, and leadership roles. MPP employees are exempt from collective bargaining and have responsibilities that include policy development, program administration, budget oversight, and personnel management.

MPP positions are categorized into four levels:

MPP Level 1 – First-line supervisors and entry-level managers.

MPP Level 2 – Mid-level managers with broader oversight.

MPP Level 3 – Senior managers, including associate/assistant vice presidents.

MPP Level 4 – Executive leadership, such as some deans, and vice presidents.

MPP employees are subject to CSU policies rather than union agreements, and their employment is at-will, meaning they serve at the discretion of the CSU administration.

1.3 The policy covers all stages of the hiring process for management positions, from position identification to onboarding, to support a robust, consistent, and fair approach to recruitment and selection.

2. Authority and Compliance

2.1 The Human Resources department and designated hiring committees oversee the hiring process and maintain transparency and adherence to regulatory and policy standards.

2.2 All hiring practices must comply with relevant federal and state regulations, including but not limited to:

- Equal Employment Opportunity laws, such as the Civil Rights Act.
- The Americans with Disabilities Act (ADA).
- The Fair Labor Standards Act (FLSA).
- Any applicable state labor laws.

2.3 University policies regarding hiring, anti-discrimination, and conflict of interest must be strictly followed, ensuring an impartial process that aligns with institutional values.

2.4 Shared governance policies, resolutions, guidelines, and procedures must be upheld by involving diverse university community members, including faculty, staff, and students, in hiring decisions to maintain accountability and trust.

3. Position Identification and Justification

3.1 The hiring authority shall conduct a comprehensive needs assessment to identify gaps in management and justify the need for a new or vacant position. This assessment should clearly outline:

- Specific departmental and institutional needs that the position will fulfill.
- Alignment with strategic goals, including examples of anticipated impacts.
- Cost-benefit analysis of creating/filling the position versus other solutions (including the cost of the search itself, See Section 4.4).

3.2 The hiring authority shall submit a detailed justification for the hiring to the Senate Executive Committee that includes:

- An explicit description of the job's responsibilities.
- Expected outcomes and measurable objectives.
- An explanation of how the role supports the university's strategic priorities.

The Senate Executive Committee shall review and provide feedback on level 3 and 4 MPP position justifications. Level 1 and 2 MPP position justifications should be information items for the Senate Executive Committee.

3.3 The hiring authority shall obtain approval from relevant oversight bodies, such as the Board of Trustees or senior administration, to ensure consistency with the university's mission and resource allocation priorities.

3.4 The hiring authority shall follow Human Resources procedures and paperwork regarding an MPP Position Description.

4. Search Committee

4.1 The hiring authority shall form a search committee with diverse representation, including:

4.1.1 Chair:

- A tenured faculty or an administrator at the same rank or higher than the vacant position.
- For MPP III and IV hirings a faculty member and an administrator shall co-chair the search committee.

4.1.2 Membership:

- Members appointed by the Senate Appointment and Election Committee (including elected members), Staff Council, Associated Students, and the administration.
- Subject-matter experts appointed by the hiring authority.
- A trained Equity Advocate (non-voting).
- The composition of the search committee should ensure that administration-appointed and ex-officio members together do not constitute a majority.
- If the Senate Appointment and Election Committee, Staff Council, or Associated Students are unable to make appointments to the committee, they shall inform the hiring authority in writing so that the hiring committee can consider executive appointments.
- The Senate Appointment and Election Committee shall conduct a General or College Faculty election for MPP III and IV hiring in the Academic Affairs Division.

4.2 The university Human Resources shall provide mechanisms (e.g., via the Office of Diversity, Equity, and Inclusion) for training all search committee members, covering:

- Methods to mitigate unconscious bias.
- Objective evaluation techniques.
- The role of an equity advocate is to ensure the fair treatment of all candidates.

4.3 The search committee shall specify standardized procedures for screening applications:

- Use a scoring rubric to evaluate candidates against the required qualifications.
- Apply the same criteria consistently to each application, maintaining confidentiality and impartiality throughout.

4.4 The search committee may consider the option to engage a recruitment firm when the position requires specialized expertise or for roles with limited candidate pools.

5. Recruitment and Selection Criteria

5.1 The search committee shall develop a recruitment plan outlining specific internal and external channels for reaching qualified candidates, including:

- University and CSU job portals and internal postings.
- Professional networks, associations, and higher education recruitment platforms.
- Targeted industry publications and diversity-focused job boards.
- Campus-wide communications to encourage internal applicants.

5.2 To promote diversity, equity, and inclusion in recruitment, the hiring process shall:

- Advertise in media and associations that serve underrepresented groups.
- Set targets for outreach to increase diversity in candidate pools.
- Measure recruitment effectiveness through detailed reporting on candidate demographics, applicant response rates, and documented success in attracting and including underrepresented populations. Periodic reviews shall assess compliance and outcomes.

5.3 To ensure transparency in the hiring budget, the hiring authority shall report to the Senate Executive Committee (SenEx) for level 3 and 4 MPP positions with a detailed breakdown of allocated funds for contractors and recruitment activities, including advertising, outreach initiatives, timeline, travel, receptions, and equity-focused strategies. Periodic audits shall be conducted to monitor adherence to budgetary guidelines and institutional priorities.

5.4 The position vacancy announcement shall include a job description and clear, role-specific qualifications based on required skills, competencies, and experience, including:

- Description of major responsibilities and specific duties.
- Minimum educational requirements (e.g., master's degree in a relevant field).
- Relevant professional certifications (e.g., Project Management Professional, Certified Public Accountant).
- Required years of experience in a similar role, specifying any management or leadership experience needed.

5.5 Selection criteria shall align with essential competencies and skills, such as:

- Technical expertise in financial management, project management, or team leadership.
- Leadership attributes, including effective communication, team building, and strategic planning skills.
- Commitment to diversity and inclusion, with demonstrable experience in fostering inclusive environments.

5.6 All qualifications and criteria shall be documented in the job description and screening materials to maintain consistency in evaluation.

6. Interview and Assessment

6.1 The search committee shall develop an interview procedure to ensure a fair and thorough evaluation as equated to the job description:

- Use a structured interview format with a pre-set list of questions to assess essential competencies and skills.
- A comprehensive list of interview questions and task-oriented prompts shall be submitted to Human Resources for approval.
- Interviewers should include all members of the search committee.

6.2 The search committee shall provide specific guidelines for candidate assessments, such as:

- A scoring rubric for assessment aligned with the job description qualifications and responsibilities.

7. Reference and Background Checks

7.1 The search committee shall conduct reference checks for each final candidate, according to the Human Resources procedures and guidelines, to verify:

- Previous employment, including dates, role responsibilities, and overall performance.
- Professional competencies and ethical standards relevant to the position.
- Alignment with the university's values and standards for conduct.

7.2 Human Resources shall perform background checks including:

- Criminal record checks as legally permissible.
- Verification of educational credentials and employment history.
- Financial or credit checks relevant to the responsibilities of the role.
- Review of the candidate's background related to discrimination, including any involvement in Title IX cases, both as a respondent and in their handling of such cases under their leadership.

8. Offer and Negotiation

8.1 Hiring authority shall provide candidates with a detailed employment offer, including:

- Base salary in line with internal pay structures and comparable external positions.
- Clear description of benefits, such as health insurance, retirement plans, and leave policies.
- Outline of role expectations, reporting structure, and initial objectives.

8.2 Hiring authority shall ensure transparency in salary negotiations, following the university's compensation guidelines and allowing for equity adjustments where applicable.

8.3 The hiring authority shall provide a defined timeline for offer acceptance and a clear process for negotiating terms within established university parameters.

9. Onboarding and Orientation

9.1 Hiring authority shall facilitate a comprehensive onboarding program, which should include:

- An orientation to university policies, values, and culture.
- Department-specific training on key job responsibilities and expectations.
- Introduction to role-specific systems and tools required for job performance.

9.2 Hiring authority shall designate department contacts responsible for the new hire's orientation, providing support and mentorship during their transition.

9.3 The hiring authority shall outline an integration plan, with milestones for performance reviews, feedback sessions, and role-specific training.

10. Policy Review and Amendments

10.1 The Senate Executive Committee should schedule a review of this policy every five years to ensure that it remains aligned with best practices, legal requirements, and the university's evolving needs.

10.2 The Constitution and Bylaws Committee should solicit feedback from search committee members, Human Resources staff, new hires, and other interested parties to identify improvement areas and integrate suggestions.

10.3 All amendments shall undergo formal approval by the University Senate, and the President before implementation.

Related Policies:

Technical Letter HR/Appointments 2013-03: Recruitment and Hiring Guidelines for MPP and Staff (Non-represented and Represented) Positions

<https://www.calstate.edu/hradm/pdf2013/TL-APPT2013-03.pdf>

History

Constitution and Bylaws:	04/08/2025
Reviewed by University Senate:	05/13/2025
Approved by Provost/President:	MM/DD/YYYY