A. Vice President for Academic Affairs

The Vice President of Academic Affairs serves at the pleasure of the President on a year-to-year appointment.

1. Responsibilities:

Under the direction of the President, leads, coordinates and supervises the academic operation of the university. The purpose of the office is to provide decision-making and oversight, leadership, guidance, and support for:

- Academic program development and delivery
- Academic policy and its implementation
- Instruction and research efforts of the faculty
- Faculty development and evaluation
- Learning support and instructional support services
- Student services
- Student advising and retention
- Accreditation requirements and relationships (other than those with the ABA)
- Academic administration—structure, policies, and processes

2. Selection Process

When a selection for Vice President for Academic Affairs is to be undertaken, the President will consult with the faculty and deans, individually and/or collectively, to determine whether an internal or external search is to be conducted; to define pertinent issues and characteristics sought; to determine whether a search firm should be involved (and to hire such firm if determined appropriate) and to name a search committee.

Candidates for the position are to meet with the search committee and the President individually. The chair of the search committee is to ensure that the committee is prepared for candidate interviews and rates candidates using consistent criteria.
The search committee will identify finalists and arrange a second visit to the university to meet with the broader faculty community and other key staff members.

The search committee will collect community opinion and make its recommendations to the President. Should differences over the selection arise, the President will meet with the search committee to discuss these differences.

The President will make the final decision whether to hire someone from this selection process or request that the search be re-opened.

Should it become necessary in the judgment of the President that a Vice President be appointed prior to a search, the president may appoint a person to serve as Acting Vice President, for a period to last no longer than one year.

3. **Evaluation**: The performance of the Vice President will be reviewed annually by the President.

**B. Deans**

Deans serve at the pleasure of the President and in cases other than the law dean, upon recommendation of the Vice President for Academic Affairs. Deans are appointed on a year-to-year basis.

1. **Responsibilities**: The following expectations are indicative rather than all inclusive.
   - Exercise leadership and initiative--keeping the school focused on its mission, involved in decision making, and moving forward on a clear, collective agenda.
   - Be responsive to students, faculty, other schools, and external constituencies
   - Maintain a respectful and productive working environment
   - Exercise appropriate oversight and accountability--with regard to the responsibilities of faculty and staff, enrollments, fiscal resources, and established policies and procedures
   - Assess and continuously improve academic quality
   - Represent the school and institution in a visible, responsible, and effective way.
   - Keep both senior management and faculty appropriately informed on issues, events, and accomplishments.
   - Ensure that searches, orientations, evaluations, and notifications are carried out appropriately and effectively in keeping with established policies and procedures.
2. Selection Process

A. Business, Accounting, Tax and Undergraduate Deans

When a dean selection is to be undertaken, the Vice President for Academic Affairs will consult with the school's faculty members, individually and/or collectively, to determine whether an internal or external search is to be conducted; to define pertinent issues and characteristics sought; to determine whether a search firm should be involved (and to hire such firm if determined appropriate) and to name a search committee with significant full-time faculty representation.

Candidates for the position are to meet with the search committee and with the Vice President for Academic Affairs and President individually. The chair of the search committee is to ensure that the committee is prepared for candidate interviews and rates candidates using consistent criteria.

The search committee will identify finalists and arrange a second visit to the university to meet with the broader faculty community and other key staff members.

The search committee will collect community opinion and make its recommendations to the Vice President for Academic Affairs who will in turn recommend a candidate to the President.

Should differences over the selection arise, the Vice President will meet with the search committee and, as applicable, with the school's faculty to discuss these differences.

The President will make the final decision whether to hire someone from this selection process or request that the search be re-opened.

Should it become necessary in the judgment of the President, after consulting with the Vice President for Academic Affairs, that a dean be appointed prior to a search, the president may appoint a person to serve as Acting Dean, for a period to last no longer than one year.

B. Dean of the School of Law

When a dean selection is to be undertaken, the law faculty in a timely manner shall select a faculty search committee.
The President will

- meet with the search committee and confer as to whether an internal or external search is to be conducted, and if so, determine the procedure for its selection;
- define pertinent issues and characteristics sought;
- appoint members of the administration to serve on the search committee to ensure significant administration representation.

The faculty search committee, after conferring with the President, shall within a reasonable period of time conduct the search for candidates, oversee the search activities of any search firm that has been hired, and identify semifinalists for interviewing.

Semifinal candidates for the position are to meet with the search committee and with the Vice President for Academic Affairs and President individually. The chair of the search committee is to ensure that the committee is prepared for candidate interviews and rates candidates using consistent criteria.

The search committee will identify finalists and arrange a second visit to the university to meet with the broader faculty community, students and key staff members.

The search committee will present the finalists to the full-time faculty for a vote on candidates to recommend to the President. Those eligible include all regular full-time faculty. Full-time faculty consists of all tenured, tenure-track and long-term contract (also referred to as “skills track”) faculty.

Such process must be consistent with ABA Standards and interpretations.

Every effort should be made to recommend no fewer than three final candidates. If less than three candidates are recommended, the faculty shall decide whether to forward the recommendations or to begin a new search.

Should differences over the selection process arise between the President and the search committee, the President will meet with the search committee and, as applicable, with the school's faculty to discuss these differences.

The President will make the final decision whether to hire someone from this selection process or request that the search be re-opened.
Should it become necessary in the judgment of the President, that a dean be appointed prior to a search, the president may appoint a person to serve as Acting Dean, for a period to last no longer than one year. An Acting Dean shall not be appointed without a faculty vote except in circumstances demonstrating good cause to believe a vote is not possible in a reasonable time and only after a reasonable effort to consult with the faculty, consistent with ABA Interpretation 206-1 (“Except in circumstances demonstrating good cause, a dean should not be appointed or reappointed to a new term over the stated objection of a substantial majority of the faculty.”)

3. Performance Reviews

The performance of the dean will be reviewed annually by the President (for the Law School dean) or Vice President for Academic (for all other deans), after consultation with faculty, staff and fellow deans.

D. Teaching Stipends¹

The president, vice presidents, and academic deans (not to include associate and assistant deans) may not receive any stipend for teaching a course at Golden Gate University.

¹ Amended August 2008 to clarify limitation only applies to the academic deans (ASOB, UG, Tax, Accounting, Law)