

MOSS LANDING MARINE LABORATORIES

RULES OF OPERATION

1. Designation of the Operating Institution.

The Moss Landing Marine Laboratories (MLML) Governing Board shall have the authority to recommend to the Chancellor a change in the choice of the Operating Institution for the Laboratories. The request for action leading to the recommendation may arise at the pleasure of the Board or the President of any one of the participating campuses, including the one currently operating the Laboratories.

2. The Director of the Moss Landing Marine Laboratories.

2.1. The Director of MLML shall be appointed as a CSU Management Personnel Plan (MPP) employee by the President of the Operating Institution. The appointment shall be for a term of four years and is renewable. If the Director is not a CSU or MLML faculty member at the time of appointment but desires to be so, he/she shall become a faculty member with retreat rights negotiated with the President of one of the Consortium Campuses following an evaluation and recommendation by that Campus.

2.2. The Governing Board, shall review the performance of the Director and, through its Chair, forward its recommendations to the President of the Operating Institution no later than the middle of the fourth year of the Director's term of office, and every fourth year thereafter. The MLML RTP Committee shall administer the Director's Review and submit their confidential report to the Governing Board Executive Committee for review. In addition, the President of any one of the campuses of the MLML Consortium may request a review of the Director by the Board at any time. The review process will request and incorporate comments from faculty, staff and students at MLML.

2.2. The Governing Board, employing the MLML RTP Committee and Governing Board Executive Committee (minus MLML Director), shall review the performance of the Director and, through its Chair, forward its recommendations to the President of the Operating Institution no later than the middle of the fourth year of the Director's term of office, and every fourth year thereafter. The Chair shall also provide a verbal summary of the review for the Governing Board. In addition, the President of any one of the campuses of the MLML Consortium may request a review of the Director by the Board at any time. The review process will request and incorporate comments from faculty, staff and students at MLML.

2.3 When the position of Director is open, an appropriate search for the new Director will be conducted by a search committee appointed by the Chair of the Board in consultation with the Executive Committee and the President of the Operating Institution. The composition of this committee must have the approval of the Governing Board, and shall include two tenured members of the MLML faculty, elected by the MLML faculty. This committee shall report to the Governing Board via the Chair of the Board. The Chair of the Board shall forward the names and evaluated dossiers of the best candidates selected and approved by the Search Committee to the President of the Operating Institution. After consultation with the Presidents of the other Consortium campuses, the President of the Operating Institution will make the appointment decision.

2.4. If an Acting (Interim) Director is necessary, the regular MLML faculty, in consultation with the Executive Committee, will nominate candidates. Nominees and supporting documents will be forwarded via the Operating Campus Provost to the President who will make the appointment decision. Unlike the Director position, the Acting Director position does not include appointment to a regular MLML faculty or to a Consortium Campus position.

2.5. **As an equivalent administrative unit of the Operating Institution, MLML shall follow the appropriate Operating Institution procedures for the nomination by the faculty of a Chair for the unit.**

3. The Faculty at the Moss Landing Marine Laboratories.

3.1 Appointments to the faculty at the Moss Landing Marine Laboratories include:

3.1.1. A faculty member may be appointed to a tenure-track or regular position at MLML. Such a position is funded from the MLML allocation assigned to the Operating Institution, and the faculty member will have retreat rights to a department within the appropriate discipline on a Consortium Campus after an evaluation and recommendation by that Campus.

3.1.2. A faculty member may be appointed to a temporary position (full-time or part-time) at MLML.

3.2 Procedure for appointments to regular positions (3.1.1 above).

3.2.1 The Director, in consultation with the regular faculty assigned to MLML, shall determine the nature and justification for positions to be filled. This information shall be provided to the members of the Governing Board for their review and recommendations to the Executive Committee.

3.2.2 The Governing Board Executive Committee shall review the Director's and the Board's recommendations. If the Committee's action is favorable, it shall determine if a Consortium campus other than the Operating Institution desires to serve as the home campus for the position to be filled. If a Consortium Campus so desires, then permission to recruit will be requested from the home campus or the Operating Institution (if different from the home campus).

3.2.3. Approved searches will be conducted using the home campus' recruitment and hiring procedures. However, the search committee will be composed of MLML tenured and/or tenure-track faculty. An example of the procedure currently in effect at the Operating Institution is given in Appendix A.

3.3. Procedures for appointments to new temporary positions (3.1.2. above).

3.3.1. The Director, in consultation with the full- and part-time regular (tenure-track) faculty assigned to MLML shall determine the nature of positions to be filled through temporary assignments.

3.3.2. The Director shall formally announce available full-time temporary positions to all Board members, to the Science Deans of the Consortium, and to appropriate institutions outside the Consortium. Full-time temporary positions shall only be filled following a national search.

3.3.3. Full-time temporary candidates shall be reviewed by the Director and regular faculty assigned to MLML who will recommend the best qualified candidate with successive priorities, if these are necessary.

3.3.4. The Director shall offer the full-time temporary position to best qualified candidate and, as necessary, to approved candidates in priority of recommendation.

3.3.5. The request for appointment of full-time temporary faculty, together with supporting papers and recommendations, shall be forwarded by the Director to the Operating Institution in accordance with its procedures.

3.3.6. Faculty appointed to full-time temporary positions may be considered for regular appointments only through competition for an announced position as outlined in Section 3.2.

3.3.7. Part-time temporary assignments may be filled from a pool maintained by the Director, and selected in consultation with the MLML regular faculty.

3.4. Procedures for Continuing Temporary Appointments

3.4.1 All continuing appointments, both full-time temporary and part-time temporary, must conform to the current bargaining unit/CSU Agreement.

3.5. Term of regular faculty assigned to Moss Landing Marine Laboratories.

3.5.1. All assignments of full-time regular faculty to Moss Landing Marine Laboratories shall be considered permanent. This arrangement would be altered by (a) failure to be tenured, (b) original written agreement specifying time limit, or (c) request for reassignment to home campus initiated by the faculty member, and approved by the MLML Director, the Governing Board, and the home campus.

3.5.2. All requests for reassignment shall be presented as formal written requests to special review committees appointed for each request by the Chair of the Governing Board in consultation with the Executive Committee. The special review committee shall include two members of the Governing Board, one tenured full-time faculty member assigned to MLML, one member from the home campus, and one member recommended by the individual being considered for reassignment.

3.5.3. The special review committees shall recommend to the Chair of the Board, who shall consult with the home campus department and administrative officers, if appropriate.

3.5.4. All reassignments must eventually be approved by the President of the retreat home campus.

3.5.5 In the case of complete MLML closure, all faculty shall return to their negotiated home campus departments.

3.6. Retention, Tenure, and Promotion.

3.6.1. All final decisions regarding retention, tenure, and promotion (RTP) are made by the President of the candidate's home campus.

3.6.2. All RTP evaluations of regular faculty assigned to MLML, shall be performed using MLML's RTP guidelines and will conform to the home campus' procedures. The guidelines currently in effect for MLML is given in Appendix B.

3.6.3. RTP recommendations of faculty assigned to MLML shall be made by an RTP Committee, elected and composed of tenured faculty assigned to MLML.

4. Support Staff at Moss Landing Marine Laboratories. The Director shall have the authority to make all support staff appointments at MLML. Such appointments shall be made in compliance with staff hiring procedures of the Operating Institution. The procedure currently in effect at the Operating Institution is given in Appendix C.