1000 RECRUITMENT AND SELECTION OF ADMINISTRATIVE PERSONNEL

1000.1 General Principles of Recruitment and Selection

a. Proposals for new administrative positions or major changes in administrative responsibility will be referred to the Representative Council of the Academic Senate for reactions and suggestions before action is taken.

b. The replacement or filling of administrative positions will be considered, when possible, during the school year when regular personnel are available. In any case, representatives for committees in the selection process will be appointed by the chairman or executive officer of the group or by his designated representative.

c. Procedures established in this policy may be modified by the Board of Trustees in accordance with conditions existing at the time. It is understood that it may be necessary in an emergency for the administration to recommend, and for the Board to approve, an interim appointment to any of the administrative positions covered in this policy. All interim appointments shall terminate one month following the beginning of the next regular semester.

d. It is assumed that at the time of selection of administrative personnel, it is good procedure to review job specification and qualifications. It is further assumed that job specifications will conform to those established in District policy.

Recommended specifications and qualifications will be prepared by the Superintendent-President after consulting with the College Council and after allowing sufficient time for members of the College Council to consult with the groups they represent and to offer suggestions and...
recommendations. The Superintendent shall submit recommended specifications and qualifications to the Board of Trustees for approval.

e. An open-hiring policy shall be maintained with respect to the following:
   1. Selection shall be based entirely upon the qualifications of the candidate. An applicant from outside the college shall receive consideration equal to that given to an applicant from the present faculty or staff.
   2. All positions shall be well publicized, especially within the college, well in advance of hiring.

f. Selection of candidates will be a two-step process:
   1. Initial perusal of a candidate's application and papers to be conducted by an "initial screening committee."
   2. Personal interview of the candidates selected by the initial screening committee to be conducted by an "interviewing committee."

g. In general, voting will be by secret ballot and deliberations kept confidential. Participating members of the committee may, however, report in executive session to the officers of the organizations they represent.

When a committee (either screening or interviewing) agrees there are no applicants it can recommend to the next step in procedure, it may make no recommendations and request the Superintendent-President or the Board to reinstitute the procedure at an earlier step by obtaining more applicants to screen or to interview.

1000.2 Selection of Superintendent-President
   a. Initial Screening
      Applications for the position of Superintendent-President
will be read and reviewed by an initial screening committee. Depending upon the number of candidates, from 5 to 25 will be selected for interview.

The screening committee will be: 2 members of the faculty appointed by the Representative Council of the Academic Senate; 1 division chairman selected by vote of all division chairmen; 2 classified employees appointed by the President of the California School Employees Association, Chapter 289; the President of the Associated Students or his designated representative; 2 administrators appointed by the Superintendent-President. If the Board of Trustees desires to add consultants or lay persons to this committee, the number shall not exceed two persons.

The chairman of the committee shall be elected by this committee itself, by simple majority of those committee members present and voting at the first meeting of said committee.

b. Interview

The 5 to 25 candidates selected will be interviewed by an interviewing committee.

The interviewing committee will be 7 faculty members as determined by the Representative Council of the Academic Senate; 1 division chairman selected by vote of all division chairmen; 2 classified employees appointed by the President of CSEA; 2 students appointed by the President of the Associated Students; 3 administrators appointed by the Superintendent-President; and consultants or lay persons as determined by the Board of Trustees.

The chairman of the committee shall be elected by the committee itself, by simple majority of those committee members present and voting at the first meeting of said
committee.

The interviewing committee will develop its own procedures for selecting candidates for recommendation to the Board of Trustees. Ballots showing ratings and comments will be signed by committee members and will be submitted to the Board with the recommended list.

The interviewing committee will select and recommend not less than 2 nor more than 5 candidates for the position of Superintendent-President.

c. Selection
   The Board will meet in executive session to consider the recommended 2 to 5 candidates. They will decide which they wish to interview and arrange for interviews of the candidates selected. The Board will conduct any further check of the recommended candidates it desires.

   The Board will meet in executive session to make its final selection. It will, then, negotiate the desired contract with the person selected. Action on the appointment will be taken in an open meeting. Should the Board not find a satisfactory candidate in the group that is recommended, the Board may reinstitute the above procedure at any stage in order to obtain additional recommendations.

1000.3 Selection of Administrators other than the Superintendent-President

a. Initial Screening
   Applications will be read and reviewed by an initial screening committee. Depending upon the number of candidates, from 5 to 12 will be selected for interview. The screening committee will be: 2 members of the faculty appointed by the Representative Council of the Academic
Senate for positions related to the credit program or 2 faculty members appointed by the President of the Adult Education Instructors' Association for positions related to the non-credit program; 1 division chairman selected by vote of all division chairmen; 2 classified employees appointed by the President of CSEA; the President of the Associated Students or his designated representative; and 2 administrators appointed by the Superintendent-President.

The chairman of the committee shall be elected by the committee itself, by simple majority of those committee members present and voting at the first meeting of said committee.

b. Interview

The 5 to 12 candidates selected will be interviewed by an interviewing committee. The interviewing committee for the position of administrative dean will be: 5 faculty members as determined by the Representative Council of the Academic Senate for positions related to the credit program or 5 faculty members appointed by the President of the Adult Education Instructors' Association for positions related to the non-credit program; 2 classified employees appointed by the President of CSEA; 2 students appointed by the President of the Associated Students; and 3 administrators appointed by the Superintendent-President.

The interviewing committee for the positions of assistant dean and coordinator will be: 3 faculty members as determined by the Representative Council of the Academic Senate for positions related to the credit program or 3 faculty members appointed by the President of the Adult Education Instructors' Association for positions related to the non-credit program; 1 classified employee
appointed by the President of CSEA; 1 student appointed by the President of the Associated Students; and 2 administrators appointed by the Superintendent-President.

The chairman of the committee shall be elected by the committee itself, by simple majority of those committee members present and voting at the first meeting of said committee.

The interviewing team will develop its own procedures for selecting candidates for recommendation to the Superintendent-President. Ballots showing ratings and comments will be signed by committee members and will be submitted to the Superintendent-President with the recommended list.

The interviewing committee will select and recommend not less than 2 nor more than 5 candidates for each position.

c. Selection

The Superintendent-President will conduct any further check of the recommended candidates he desires. If he finds one of the above candidates satisfactory, he will make his recommendation to the Board in executive session. If he does not find a satisfactory candidate among those recommended, he will request further recommendations. If desired, the Board of Trustees may request an interview of the candidate at an executive session. Final approval is by the Board in an open meeting.