

AP 7120 Recruitment and Hiring: College President

Reference:

Education Code Sections 87100 et seq.; 87400; 88003; Accreditation Standard III.A

SELECTION PROCEDURES FOR PRESIDENTS

Notification of Vacancy/Recruitment Strategy

Upon formal notification of a presidential vacancy, the Chancellor will inform the Board of Trustees of the need to secure new college leadership. Vacancy notification shall be provided in the form of Board acceptance of a presidential resignation, retirement, contract buyout, or the receipt of information regarding death, or departure for special circumstances. At the following Board meeting, the Board will consider, as part of its public deliberations, the approach it wishes to use for the selection of a successor president. The Board, by formal action, will determine whether it wishes to contract for an external recruitment firm, to utilize the district's Human Resources Office (HR), or a combination of consultant and internal HR support services. Should the Board choose to contract for external search services exclusively, the Chancellor or his designee shall serve as the Board's liaison to the firm.

External Searches

In the event that an external search firm is contracted by the Board of Trustees, the procedures, timelines, and activities supporting the search will be determined by the Board, through the Chancellor, in consultation with their consultant firm. The Board is committed to broad community and college participation in its searches, as well as providing equal employment opportunity to qualified candidates.

District Conducted Searches

Should the Board determine it wishes to conduct a district-supported search, the following practices shall be observed.

Committee Composition

Academic, classified, and student appointments will be made from recommendations from the groups/individuals listed below. Each will be requested to forward five (5) names for consideration.

<u>Committee Composition</u>	<u>Number</u>	<u>Selected from Among the Recommendations of the Following:</u>
Faculty.....	3	Academic Senate President
Classified representatives.....	3	Classified Senate President
Students.....	3	Student Government President
Additional appointments will be selected from among the recommendations of the following:		
Community Members.....	3	Board of Trustees
College Management.....	2	Outgoing President or Chancellor*
Current/Retired Community College President	1	Chancellor's Cabinet
District Administrative Center Representative.....	1	Chancellor's Cabinet
Ex-officio diversity officer.....	1	Chancellor's Cabinet

*In the absence of a president.

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Committee Appointments

Membership recommendations will be reviewed and appointments made by the Chancellor to ensure the diversity of representation within the selection committee. The Chancellor will appoint the chair from among the membership. The Chancellor will report on the composition and diversity of the committee to the Board of Trustees.

Screening/Selection

Timelines for the Organizational Meeting, Application Screening, Application Tally, Oral Interviews, and Oral Interview Tally will be approved by the Associate Vice Chancellor HR, and the Chancellor.

Timeline approval may be completed after the committee has set the calendar for the screening process. Any changes in the approved composition and/or timelines must be submitted to the Chancellor and diversity officer for approval.

Announcement/Advertising

Preparation of the vacancy announcement including a description of duties and responsibilities, qualifications and application procedures is the responsibility of the Associate Vice Chancellor, HR or designee. The closing date for the announcement will ensure sufficient time to recruit a diverse pool of well-qualified applicants. Recruitment, identification of advertising sources and applicant targets, ad placement, and web posting is the responsibility of the Associate Vice Chancellor HR, or designee. If the district selects a recruitment firm to assist in any aspects of the selection process, these responsibilities may be reallocated to the firm.

Vacancy announcements, at a minimum, will be distributed to the community colleges in California. Advertisements will be placed, at a minimum, in the Chronicle of Higher Education, Association of California Community College Administrators (ACCCA), Los Angeles Times, the Registry-California Community College State Chancellor's Office, HigherEdJobs.com, and VCCCD.edu.

Organizational Meeting

The search committee will be provided with confidentiality policies and notified that all applicant files are considered confidential and must be maintained and reviewed in a manner to ensure the candidates' identities are not revealed. In order to ensure consistency in the process, each screening committee member must be available for the application screening and all committee meetings.

The screening committee, under the direction of the chair and the diversity officer, will identify and discuss application screening criteria, create oral interview questions and criteria, discuss the basis of the questions in relationship to the job announcement, and determine the relative weighting. All criteria and questions must be based upon the requirements listed in the vacancy announcement.

Screening

Each committee member will screen the application materials independently and submit their results to the chair.

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Application Tally

All committee members should be present at the application tally meeting. Any exceptions must be approved by the diversity officer. The chair and diversity officer will tally results and present them to the committee without names. The committee will determine which applicants will be invited for an interview. The determination will be based on the scores and not the individuals' identities.

"Natural breaks" in the tally total should be a determining factor. In the event an applicant declines an interview invitation, the committee will determine if additional applicants will be considered for interview.

Oral Interview/Tally

Prior to the oral interview, the committee will review each question and discuss in general an appropriate answer. At the oral interview, follow-up questions may be asked and should be based on information presented by applicant. All follow-up questions must be for purposes of clarification and expansion of an applicant's response. Follow-up questions may not deviate from the original questions.

At the conclusion of the oral interviews, each committee member will share a brief summary of each applicant's strengths and limitations. Following the comments, the chair and the diversity officer will tally the results. All results will be presented to the committee without disclosing the identities of the applicants. The committee will determine which applicants to forward to the Chancellor for consideration. The Chancellor may request a minimum number to be forwarded. If the committee wishes, the forwarded applicants' identities may be disclosed. If the committee chooses, additional applicants may be forwarded after the identities have been disclosed.

Reference Checks

The Associate Vice Chancellor HR, or designee will conduct background checks on the finalist(s) consistent with Board Policy 7120.

Board/Chancellor Interview

The Trustees and Chancellor will conduct joint final interviews from an unranked list of a plurality of candidates forwarded from the committee. Trustees and Chancellor may request the committee forward additional applicants. Upon completion of the joint interviews, the Chancellor will, for purpose of discussion with Trustees, declare his or her preferences regarding candidates. A successful candidate may be selected or a determination made that the search process needs to be extended or postponed to a later date. The outcome of the search process will be presented by the Chancellor to the Board at its public meeting.

The diversity officer will attend the Board/Chancellor interview.

Notifications

HR will contact the successful presidential candidate and make all necessary contractual arrangements. The Board will be notified by the Chancellor, within a reasonable period of time, that the candidate has or has not accepted the contract. Release of information to the campus and press regarding the outcome of the search will be undertaken by the Director of Administrative Relations in consultation with the candidate.