

**Coast Community College District
ADMINISTRATIVE PROCEDURE**

Chapter 7
Human Resources

**AP 7120A Recruitment and Selection for Executive Management
Employees**

References:

Education Code Sections 87100 et seq. and 87400;
Title 5 Sections 53020 et seq.;
Accreditation Standard III.A

Executive Management Employee Positions

The Vice Chancellor of Human Resources will draft job descriptions that set minimum qualifications based on state law and list additional desirable qualifications. The Search Committee, after constituted, will review the draft as well as prior senior executive job descriptions and announcements. All members of the Search Committee, before actual paper screening, will undergo training by the Human Resources Department and will receive a copy of the District's hiring policies and procedures.

Unless otherwise directed by the Board, the search process shall be coordinated by an outside firm retained by the District. In order to protect applicants' privacy, final interviews shall be conducted at an off-site location.

Announcement of the Position

The position shall be open for a minimum of 30 working days. The recruitment period will be extended where the applicant pool has fewer than six minimally qualified applicants. Announcements will state that if reference letters are included with their application packet, the letters will be used as part of the determination as to whether the applicant may receive an invitation for an interview.

Executive management employees refers to the positions of Vice Chancellors and College Presidents.

Search Committee Composition

An individual may not appoint a representative to a Search Committee and may not serve on a Search Committee if he/she is an applicant for the position.

Vice Chancellor

The Search Committee for the position of Vice Chancellor is as follows:

- One Board member appointed by the Board of Trustees
- One community member appointed by the Board of Trustees

- One Vice Chancellor appointed by the Chancellor
- One College President appointed by the Chancellor
- Three Academic Senate representatives appointed by the Senates of the three colleges
- Student Trustee or designee
- One representative of Coast Federation of Classified Employees (CFCE) appointed by CFCE
- One representative of Coast Federation of Educators (CFE) appointed by CFE
- One representative of Coast Community College Association/California Teachers Association (CCCA/CTA) appointed by CCCA/CTA
- One administrative representative appointed by Coast District Management Association (CDMA)
- One representative of the Association of Confidential Employees (ACE), appointed by ACE.
- One representative of the Classified Senates, appointed by the Classified Senates.

TOTAL: 14 members

Advisor: Chancellor or designee.

The Search Committee members shall appoint the Search Committee chair.

The Search Committee shall endeavor to recommend three to five unranked finalists it feels are best qualified to the Selection Committee. If in the consensus of the Search Committee through the Chair, is that fewer than three candidates would be advanced to the Selection Committee, it can recommend (a) a new search and a reopening announcement, or (b) that a reopening be deferred for a period of time. The Coast Community College District is committed to achieving diverse representation in candidate pools and in Selection Committees.

President

The Search Committee for the position of College President is as follows:

- One Board member appointed by the Board
- One community member appointed by the Board
- *One representative from the College filling the position, appointed by the sitting College President
- One College President appointed by the Chancellor
- Three Academic Senate representatives from the college filling the position, appointed by the College Academic Senate
- One representative of the Classified Senate from the College filling the position
- One representative of the Association of Confidential Employees (ACE), appointed by ACE
- Student Trustee or designee

- One representative of Coast Federation of Classified Employees (CFCE) from the College filling the position, appointed by CFCE
- One representative of Coast Federation of Educators (CFE) from the College filling the position, appointed by CFE
- One representative of Coast Community College Association/California Teachers Association (CCCA/CTA) from the College filling the position, appointed by CCCA/CTA
- Two administrative representatives appointed by the Coast District Management Association (CDMA) of the College Unit

TOTAL: 15 members

Advisor: Chancellor or designee

*In special circumstances, the Chancellor shall appoint this representative.

The Committee members shall select the Search Committee chair.

The Search Committee shall endeavor to recommend three to five unranked finalists it feels are best qualified for the position to the Selection Committee. If in the consensus of the Search Committee through the Chair is that fewer than three candidates would be advanced to the Selection Committee, it can recommend (a) a new search and a reopening announcement, or (b) that a reopening be deferred for a period of time. The Coast Community College District is committed to achieving diverse representation in candidate pools and in Selection Committees.

Responsibilities

The Chancellor is responsible for:

1. After seeking input from the members of Chancellor's Cabinet, determining position needs and making such determinations as recommendations to the Board of Trustees.
2. Supporting the pursuit of diversity throughout the entire Search and Selection processes.
3. Articulating the District's needs regarding the position to the Search and Selection Committee Members.
4. Developing the position announcement for all executive positions except Chancellor.
5. Ensuring the integrity of these procedures.

The Vice Chancellor for Human Resources is responsible for:

1. Developing Search and Selection procedures that support this procedure.

2. Providing training to all members of Search and Selection Committees to ensure that the activities of the committees comply with applicable state and federal laws and regulations, this procedure, and the Human Resources search and selection procedures developed to support this process. This training will include providing each member of the Search and Selection Committees with a written copy of the District Executive Management Hiring Procedure and the Human Resources Search and Selection procedures.
3. Supporting the District's pursuit of diversity in the hiring of employees.
4. Facilitating the implementation of these procedures, including being a resource to the Search and Selection Committees when requested to do so by a committee or committee member.
5. Ensuring that only applications that are received by the closing date of the position are forwarded to the Search Committee.
6. Coordinating the recruitment/advertising campaign for the position.
7. Providing logistical and clerical support as needed to the Search and Selection Committees.
8. Reviewing the paper-screening criteria and interview questions for the Search Committee, and the interview questions for the Selection Committee to ensure compliance with local, state, and federal laws.
9. Coordinating the reference-checking phase of the Selection process.

The Search Committee members are responsible for:

1. Making recommendations to the Chancellor or designee for executive management position announcements/job descriptions.
2. Supporting the pursuit of diversity throughout the Search process.
3. Selecting the Chair of the committee.
4. In consultation with the Vice Chancellor for Human Resources, determining the calendar plan for the steps in the search process, including the days and times of all committee meetings and an interview schedule that is sensitive to the needs of applicants and meets the needs of every member of the Selection Committee.
5. Reviewing all applications to determine the minimum qualifications for the position have been met.

6. Determining paper-screening criteria based upon the position's required and desired criteria as stated in the position announcement and paper-screening each application that meets the minimum qualifications for the position. Applications that do not meet the minimum qualifications as stated in the position announcement shall not be considered by the Search Committee.
7. Determining which applicants will be invited to an interview based upon the accumulated results of the paper-screening process.
8. Determining interviewing criteria.
9. Interviewing each interviewed applicant equivalently, respectfully, and conscientiously.
10. Discussing the relative strengths and weaknesses of the applicants interviewed. Professional experience by individual committee members with applicants shall be shared by committee members as a part of this discussion.
11. Recommending the most highly qualified applicants to the Selection Committee. If the Search Committee is unable to recommend a minimum of three applicants to the Selection Committee, the position will be reopened for additional applicants.
12. Excusing committee members for the remainder of the process if they are unable to attend every meeting and interview.
13. Respecting the confidentiality of the Search process.

The Chair of the Search Committee is responsible for:

1. Setting agendas and conducting all meetings of the committee.
2. Representing the Search Committee to the Vice Chancellor for Human Resources, the Chancellor, and the Board of Trustees.
3. Serving as the Search Committee's representative to the Selection Committee.

The Selection Committee members are responsible for:

1. Respecting the work of the Search Committee by interviewing every applicant forwarded by the Search Committee for their consideration.
2. Supporting the pursuit of diversity during the Selection process.
3. Creating interview questions for the finalist applicants.

4. Developing an interview schedule that is sensitive to the needs of applicants and meets the needs of every member of the Selection Committee.
5. Interviewing all applicants equally, respectfully, and conscientiously.
6. Recognizing that the Search Committee did not have access to any reference checking information provided to the Selection Committee.
7. Respecting the confidentiality of the Selection process.
8. Selecting the candidate who best fulfills the requirements of the position.

Ratified December 11, 2013

Ratified April 21, 2021