

Coast Community College District ADMINISTRATIVE PROCEDURE

Chapter 7 Human Resources

AP 7120B Recruitment and Selection for Management Employees

References:

Education Code Sections 87100 et seq., 87400, and 88003;
Title 5 Sections 53020 et seq.;
ACCJC Accreditation Standard 3.1;
BP/AP 7110 Delegation of Authority

Management Employee Positions

The Chancellor, in consultation with the College Presidents or Vice Chancellors of the District, shall determine the need for permanent, acting, interim and temporary interim educational administrator, and permanent, acting, interim and temporary interim classified manager hiring.

Management positions, for purposes of these procedures, refer to Vice Presidents, all Educational Administrators below the level of Vice Presidents, and Classified Managers.

The District will ensure that all phases of the management recruitment and selection processes are in alignment with applicable Education Code statutes, Title 5 Regulations, and Board Policies and Administrative Procedures.

A Search Committee will be formed at the beginning of each hiring process. It is the responsibility of Human Resources to ensure that Board Policies and Administrative Procedures for recruiting, screening, and selecting managers are reviewed with the hiring manager, the Search Committee, and members serving on the Selection Committee.

RECRUITMENT

Development and Distribution of Job Announcements

1. The draft job announcement will be developed by Human Resources in collaboration with the College President, Vice Chancellor, Chancellor or hiring manager, depending upon the nature of the position. For Vice President and Educational Administrator positions residing at a College, the Academic Senate will be offered fifteen work days to review a draft of the job announcement to suggest modifications to the Search Committee. Work days are defined, for purposes of this Procedure, as weekdays the District is open for business.

The final announcement will include the following information:

1. Major duties of the position as specified in the approved District job description.
2. The minimum qualifications for the position including any job specific requirements mandated by law. The qualifications will also include statements relating to assessing sensitivity to diversity as prescribed by Title 5 and the "Minimum Qualifications for Faculty and Administrators," published by the State Chancellor's Office.
3. Desirable qualifications of the position that clearly render the applicant better able to perform the job, and that are bona fide occupational qualifications directly related to the job.
4. The District Office of Human Resources and the College Human Resources Director, where applicable, will review the job announcement for accuracy, clarity, and consistency with legal requirements, and Board Policies and Administrative Procedures, and will prepare and publish a final job announcement that includes complete information regarding the application procedure and requirements.

Announcement of the Position

The position, once opened, will be posted for a minimum of 20 work days for management positions and ten work days for interim management appointments. The minimum recruitment period for regular management positions will be extended for an additional 15 work days when the applicant pool has fewer than six applicants. The College Director of Human Resources will work through the District Office of Human Resources to post the extension of the recruitment period.

In the event of fewer than six applicants, and after an extension of the recruitment period, the hiring manager will meet with the full Search Committee to discuss and explore alternatives. Alternatives would include: (a) an agreement, based on additional or clarifying information from the hiring manager, that the Committee will continue the process; (b) a determination of the need for an immediate new search; or (c) a determination to discontinue the process and defer opening for a period of time. If the Committee and the hiring manager do not reach an agreement on how best to proceed, the Vice Chancellor of Human Resources will be consulted and will assist in making the final determination.

All announcements will include a statement of the District's commitment to being an equal opportunity employer. Announcements will be broadly circulated in the following manner to attract a diverse applicant pool:

1. Full recruitment of open positions will be advertised using a variety of media outlets.
2. All positions open for full recruitment will be advertised on the California Community College Registry and the District jobs website.

3. Position announcements will be posted on the District's recruitment website.

Application Requirements

Applications, including all requested materials, will be submitted to the District Office of Human Resources, through the job application link at www.cccdjobs.com.

1. A complete application packet must include the following:
 - a. District application, electronically submitted by the applicant;
 - b. Résumé;
 - c. Cover letter and/or Letter of Application;
 - d. Equivalency application for educational administrators, if applicable (See Management Equivalency Process).
 - e. Additional documentation as requested; examples include the following:
 - i. Official academic transcripts
 - ii. Official documentation of current licenses/certificates, as required for the position
 - iii. Answers to required supplemental questions
 - iv. Professional references
2. Applicants are solely responsible for ensuring that their application packets are complete when submitted. Materials will not be accepted after the closing date unless otherwise specified on announcements for positions posted as "open until filled."
3. Applicants unable to complete the on-line process may seek assistance from the District Recruitment Office, up until 5 p.m. on the posted announcement deadline date.
4. Applicants applying for more than one position must submit a separate and complete application packet for each position of interest.

Search Committee

The College President, Vice Chancellor, Chancellor, or hiring manager will review the requirements for committee composition and will facilitate the appointment process of Search Committee members accordingly, with the guidance and assistance of the Equal Employment Opportunity (EEO) Recruitment Coordinator.

Search Committee members will be appointed by constituent groups as outlined in Sections VI - VIII entitled "Composition of Search Committees." Formation of the Search Committee will occur prior to the posting of the job announcement:

1. Constituency groups will have 15 work days to assign a representative to the search committee. If a constituency group does not assign a representative by the deadline, that group will forfeit participation in the search process.
2. All Search Committee members will be voting members. An EEO Recruitment Coordinator will serve as a non-voting advisor to the Search Committee.
3. In order to serve as a member of a Search Committee, a committee member must commit to participating in each phase of the process.
4. Search Committee members will honor the established search timelines in order to ensure timely selection.
5. In the event that a Search Committee member is unable to continue serving, no additions or replacements to the committee membership will be made after the interview process has begun.

The initial meeting of the Search Committee will be convened by the hiring manager and the EEO Recruitment Coordinator. All meetings of the Search Committee, including candidate interviews, will be scheduled with consideration for committee members' work schedules. During the orientation meeting, the EEO Recruitment Coordinator will provide each member of the Committee with a copy of the applicable hiring procedures and training on the EEO laws and guidelines.

The Search Committee and the hiring manager will review the list of applicants and be required to sign a Confidentiality and Conflict of Interest Form to ensure that all applicants are treated fairly and consistently throughout the process. Pursuant to Board Policy and Administrative Procedure 7310 Anti-Nepotism, all personal relationships with applicants will be disclosed on the Confidentiality and Conflict of Interest Form which will be provided to the EEO Recruitment Coordinator.

Search Committee Responsibilities

Prior to review and consideration of application materials, the Search Committee, through consultation and approval of the EEO Recruitment Coordinator, will develop, for the first interview, the screening criteria, interview questions, including, but not limited to, at least one scenario question, and a job-related writing exercise, for use in evaluating candidates against the advertised job announcement. The Search Committee will be responsible for the following:

1. Support the pursuit of diversity throughout the search process;
2. Elect a chair from among the committee membership;
3. Ensure that materially incomplete applications are not considered;
4. Examine application packets for evidence of candidate qualifications as advertised in the job announcement to ensure minimum qualifications for the

position have been satisfied (can be examined by the full committee or a subset of the group as determined by the committee);

5. Determine which applicants will be invited for an interview based on the cumulative results of the paper-screening process;
6. Treat each applicant equitably, respectfully, conscientiously, and consistently present agreed-upon questions to each applicant;
7. Honor the confidentiality and integrity of the process, during and after conclusion of the process.

Search Committee members will be afforded the opportunity to report process infractions and seek remedy as specified in the procedures.

Search Committee Chair Responsibilities

The Search Committee Chair will be responsible for the following:

1. Schedule and facilitate all meetings of the Search Committee;
2. Represent the interests, concerns, and recommendations of the Search Committee to the hiring manager and EEO Recruitment Coordinator;
3. Ensure screening and scoring materials are submitted to Human Resources;
4. Work with the Director of Personnel Services, or District Manager of Recruitment Services or designee, on all candidate notifications;
5. Serve as the Search Committee's representative on the Selection Committee.

EEO Recruitment Coordinator Responsibilities

The EEO Recruitment Coordinator will be trained in EEO regulations, serve as an advisor to the Search Committee, and monitor the process but not participate in paper screening or rankings for the selection of candidates. To ensure compliance with Board Policy and EEO requirements, the EEO Recruitment Coordinator will be responsible for the following:

1. Provide training to Search Committee members on EEO requirements including Board Policy 7120 and Administrative Procedure 7120B, and Board Policy 7310 and Administrative Procedure 7310 Anti-Nepotism;
2. Review paper screening criteria, supplemental questions, and interview questions;
3. Review protocols for a candidate's presentation, writing sample, or other performance indicators appropriate for the position;

4. Review parameters for conducting interviews and administration of job-related performance exercises;
5. Assist with establishing job-related interview questions;
6. Assist and advise Search and Selection Committees throughout all aspects of the hiring process.

Hiring Manager Responsibilities

The hiring manager will be responsible for the following:

1. Request position for recruitment;
2. Meet with EEO Recruitment Coordinator for notice of vacancy;
3. Coordinate selection of the Search Committee;
4. Meet with the Search Committee to outline expectations and review job description;
5. Be available for Committee deliberations if needed;
6. Conduct second interviews of finalists;
7. Authorize and/or perform reference checks at conclusion of second interviews prior to making an offer of employment;
8. Offer the position to the selected candidate, subject to Board approval or ratification;
9. Ensure placement on the Board Agenda for approval.

Search Process

In consultation with Human Resources, the Search Committee will determine the calendar for the steps in the search process, including the days and times of all committee meetings and an interview schedule sensitive to the needs of applicants and members of the Search Committee.

Each eligible applicant will be independently assessed to determine if they meet the minimum qualifications by each member of the Search Committee, or a subcommittee of three or more, using the job-related rating criteria developed by the Search Committee. A decision of whether the full committee or a subcommittee of three performs this assessment is made by the full committee after the closing of the position.

Then the full Search Committee independently assesses all applicants who met the minimum qualifications using the job-related rating criteria developed by the committee.

Committee members will not discuss ratings, rankings, or recommendations of candidates until all evaluations have been completed by each Committee member.

Following the independent assessment, the committee will discuss the ratings and evaluate the merits of the candidates to determine if there is an adequate pool of qualified candidates with which to proceed to the interview phase. If yes, the Committee will determine which candidates to invite for interview.

If the pool is deemed inadequate by the Search Committee, the Committee Chair will discuss the matter with the hiring manager and the EEO Recruitment Coordinator. In such an event, the hiring manager will meet with the full Committee to discuss and explore alternatives. Alternatives would include: (a) an agreement, based on additional or clarifying information from the hiring manager, that the Committee will re-evaluate the current pool for possible continuation of the process; (b) a determination of the need for an immediate new search; or (c) a determination to discontinue the process and defer opening the position for a period of time. If the Committee and the hiring manager do not reach an agreement on how best to proceed, the Vice Chancellor of Human Resources will be consulted and will assist in making the final determination.

Selection of Candidates for First Interview Process

When a pool of candidates is deemed to have a sufficient number of qualified applicants, the Search Committee will select candidates for interview.

Candidates selected for an interview will be contacted by the EEO Recruitment Coordinator. Human Resources will notify the candidates not selected for an interview.

All interview questions and job-related exercises will be the same for each candidate.

Committee members will independently assess each candidate using the rating criteria developed by the Search Committee.

Selection of Finalists for Second Interview Process

The Search Committee discussion will focus on the strengths and weaknesses of the candidates and, following that discussion, the committee will endeavor to select three to five candidates to be recommended as finalists to the hiring manager. The unranked list of finalists will be forwarded to the hiring manager and Selection Committee.

If the Search Committee is unable to recommend a minimum of three or a maximum of five finalists, the committee chair will consult with the hiring manager to clarify the rationale for the number of finalists recommended. If, after discussion, the hiring manager is not satisfied with the number of finalists, the hiring manager will meet with the full Search Committee to discuss alternatives and together determine how best to move forward.

In the case of an unresolved disagreement between the Search Committee and the hiring manager regarding having fewer than three finalists, the hiring manager may (a) begin a new search and post an announcement, or (b) discontinue the process and defer opening for a period of time. If this position is opened within a six-month time frame, the hiring manager will have the option to reconvene the same Search Committee for the second recruitment effort. Any changes to Search Committee participants will be requested through the impacted constituent group.

Selection Committee

The hiring manager will form a Selection Committee to conduct second interviews of finalists. The Selection Committee will consist, at a minimum, of the hiring manager and the Chair of the Search Committee. The non-voting EEO representative may also be present to serve as an advisor to the Selection Committee. Second interviews for Vice Presidents and Educational Administrators residing at the Colleges will also include a faculty member from the Search Committee (if a faculty member is not serving as the Chair). The hiring manager will have discretion with regard to the number and position of any additional Selection Committee members; however, it is encouraged that additional members represent a balance of constituent groups or those interfacing most closely with the position.

The Selection Committee will review the list of finalists and be required to sign a Confidentiality and Conflict of Interest Form prior to the interview, to ensure that all candidates will be treated fairly and consistently throughout the process. Pursuant to Board Policy 7310 and Administrative Procedure 7310 Anti-Nepotism, all personal relationships with applicants will be disclosed on the Confidentiality and Conflict of Interest Form which will be provided to Human Resources.

Selection Committee Responsibilities

The Selection Committee members will be responsible for the following:

1. Support the pursuit of diversity, equity, and access;
2. Respect the work of the Search Committee by interviewing every applicant forwarded by the Search Committee for consideration (unless the applicant declines the invitation to interview);
3. Develop an interview schedule that is sensitive to the needs of applicants and the needs of every member of the Selection Committee;
4. Discuss and develop job related interview questions, including scenario questions;
5. Treat each applicant equitably, respectfully, and conscientiously;
6. Honor the confidentiality and integrity of the process.

Selection Process

The Selection Committee will conduct final interviews and discuss strengths, weaknesses, and opportunities for growth for each candidate. The hiring manager will select the candidate that they determine is best suited for the position.

After a candidate is selected, the following will occur:

1. Reference checks will be conducted prior to notifying the successful candidate.
2. The hiring manager will confirm the candidate's acceptance and start date, contingent upon Board approval.
3. Salary placement for the selected candidate will be made by Human Resources, in consultation with the hiring manager, consistent with the District's pay philosophy.
4. If the position is at the College level, the College President will be notified prior to notification to the District Office of Human Resources.
5. If the position is at the District level, the Vice Chancellor of Human Resources along with the Vice Chancellor of the division in which the position resides or the Chancellor, if the position reports directly to the Chancellor, will be notified of the selected candidate.
6. All recommendations for manager appointments and salary placement will be forwarded to the Chancellor for recommendation to, and authorization by, the Board.
7. Upon notification by the hiring manager that a candidate has accepted the position, Human Resources will notify the remaining candidates in writing of the hiring decision.
8. In the event that the successful candidate does not accept the offer of employment, the hiring manager, in consultation with the Selection Committee, College President, appropriate Vice Chancellor (for District level positions), or designee, will determine the next action to be taken.
9. If after the conclusion of the final interviews the hiring manager determines that there is not a sufficient match between finalists and the needs of the College or District, the hiring manager will discuss their decision to not employ any of the finalists with the Selection Committee, and inform the Search Committee.

Note: Infractions reported by Search and Selection Committee members will be investigated by the appropriate Human Resources manager and reported to the College President or the Vice Chancellor of Human Resources, for appropriate corrective action, including stopping or invalidating the process, if warranted. Candidates alleging

discrimination will be informed of their rights to file complaints and seek remedy through the Equal Employment Opportunity Commission or the California Civil Rights Department.

Search Committee Composition

VICE PRESIDENTS

The composition of the Search Committee for the position of Vice President, as specified below, will be broadly reflective of the college community, and include departments within the scope of assigned responsibility for the manager being hired:

- Two faculty representatives appointed by the Academic Senate at the impacted College
- One faculty representative appointed by the Coast Federation of Educators (CFE), preferably from the impacted college
- One part-time faculty representative appointed by the Coast Community College Association/California Teachers Association (CCCA), preferably from the impacted college
- One classified representative appointed by the Coast Federation of Classified Professionals (CFCP), preferably from the impacted college
- One classified or confidential representative appointed by the President of the college in consultation with the Classified Senate or the Association of Confidential Employees (ACE)
- One student representative, contingent upon student interest in the position and availability to serve, appointed by the college's associated student government
- One management representative appointed by the Coast District Management Association (CDMA), preferably from the impacted college
- Two management representatives appointed by the College President

TOTAL: Up to 10 members

The Search Committee chair will be elected by the members of the committee.

Ex-Officio/Advisor: College Director of Human Resources, or designee, or the Executive Director of Human Resources or designee to serve as the non-voting EEO Recruitment Coordinator

Search Committee Composition Educational Administrators (Below VP Level)

The composition of the Search Committee for Educational Administrators, as specified below, will be broadly reflective of the College or District community, and include departments within the scope of assigned responsibility for the manager being hired:

- Two faculty members* appointed by the Academic Senate**
- One faculty representative appointed by the Coast Federation of Educators (CFE), preferably from the impacted college**

- One part-time faculty representative appointed by the Coast Community College Association/California Teachers Association (CCCA), preferably from the impacted college**
- One classified representative appointed by the Coast Federation of Classified Professionals (CFCP), preferably from the impacted college
- One classified or confidential representative appointed by the Classified Senate or Council in consultation with the Association of Confidential Employees (ACE)
- One management representative appointed by the Coast District Management Association (CDMA), preferably from the impacted college
- Two management representatives appointed by the College President, for college-based positions, or by the Vice Chancellor of the respective division, for District Office based positions. For college-based positions, at least one Division Dean will be appointed. The hiring manager can serve as one of the appointed management representatives.
- For College positions, one student representative**, contingent upon student interest in the position and availability to serve, appointed by the College's associated student government, who is preferably enrolled in classes in the division in which the administrator is being hired; for District Office positions, one student representative appointed by the District Student Council, contingent upon student interest in the position and availability to serve

TOTAL: Up to 10 members

*Note: For positions at the District Office, all three Academic Senates and all three Classified Senates and Council will be contacted, but only one faculty and only one classified professional will be appointed, respectively.

**Note: For recruitment of Deans working in Divisions with a minimum of three full-time faculty members: If constituent group appointments do not result in three faculty representatives from the Division, the hiring manager will request one additional appointment be made by the Academic Senate; and the Academic Senate will appoint one additional faculty representative from the Division. The hiring manager will also, concurrently, appoint one additional manager.

The Search Committee chair will be elected by the members of the Committee.

Ex-Officio/Advisor: College Director of Human Resources, or designee, or the Executive Director of Human Resources or designee to serve as the non-voting EEO Recruitment Coordinator

Search Committee Composition Classified Managers

The composition of the Search Committee for Classified Managers will consist of a minimum of five members, broadly reflective of the College or District, selected from constituent groups as indicated below:

- One management representative appointed by the hiring manager. The hiring manager can serve as the management representative.
- One management representative appointed by the Coast District Management Association (CDMA)
- One classified representative appointed by the Coast Federation of Classified Professionals (CFCP)
- One classified representative appointed by the Classified Senate or Classified Council, preferably from the impacted department*
- One confidential representative appointed by the Association of Confidential Employees (ACE), contingent upon ACE's interest in the position*
- One faculty representative appointed by the Coast Federation of Educators (CFE) contingent upon faculty interest in the position*
- One faculty member appointed by the Academic Senate contingent upon faculty interest in the position*
- One part-time faculty representative appointed by the Coast Community College Association/California Teachers Association (CCCA), contingent upon CCCA interest in the position*
- One student representative appointed by the College's associated student government for College positions, or appointed by the District Student Council for District Office positions, contingent upon student interest in the position and availability to serve*

TOTAL: *Up to 5-9 members

*If this position does not have routine interaction with students or faculty at large, membership on the committee may be adjusted accordingly. However, if there are only four initial appointees to the Search Committee, the hiring manager will make an appointment from a group not already represented, to ensure broad representation and a minimum of five committee members. For District Office positions, all Academic Senates and Classified Senates and Council will be invited to appoint representatives, but only one faculty and one classified professional, respectively, will be appointed.

The Search Committee chair will be elected by the members of the committee.

Ex-Officio/Advisor: College Director of Human Resources, or designee, or the Executive Director of Human Resources or designee to serve as the non-voting EEO Recruitment Coordinator

Acting Management Appointment Guidelines

The following guidelines serve as a framework for making an immediate appointment to management positions that need to be filled on a short-term, temporary basis as a result of unforeseen circumstances such as illness, leaves of absence, etc.

More specifically, an Acting appointment is a temporary appointment to act as a substitute where the incumbent remains employed in the position but is not available to fulfill the responsibilities due to an emergency, illness, approved leave of absence,

administrative leave, or back-filling for an administrator serving in an interim assignment. In such circumstances, another employee of the District, or a qualified external candidate, may serve in an acting capacity for the time necessary to allow the incumbent to resume working or vacate the position.

Qualifications and Scope of Authority

An acting appointee must meet minimum qualifications for the position including any job-specific requirements mandated by law. Those serving in an acting capacity will be vested with the same scope of authority and responsibility as regular appointments. The rate of pay for such appointments will be in accordance with the rates established for the position being held.

Process for Making Acting Appointments

1. Acting appointments will be for the time necessary to allow the incumbent to resume or vacate the position.
2. Appointments will be made by the senior manager with approval of the College President or Vice Chancellor of Human Resources, whichever is applicable. Acting appointments resulting in an increase in compensation will require the approval of the Chancellor and subsequent ratification by the Board.
3. The appointed manager will possess a general understanding of the operations and functions of the department, and demonstrated leadership ability.

Temporary Interim Management Appointment Guidelines

The following guidelines serve as a framework for making an immediate appointment to management positions that need to be filled for six months or less.

Qualifications and Scope of Authority

A temporary interim must meet minimum qualifications for the position including any job-specific requirements mandated by law. Those serving in a temporary interim capacity will be vested with the same scope of authority and responsibility as regular appointments. The rate of pay for such appointments will be in accordance with the rates established for the position being held.

Process for Making Temporary Interim Appointments

1. Temporary interim appointments will be for six months or less. Exceptions to this timeline may be made in exceptional circumstances with the approval of the Chancellor (i.e., in cases of an unsuccessful search) and for no more than an additional six months.
2. Appointments will be recommended by the appropriate College President or Vice Chancellor or Chancellor, whichever is applicable, and followed by appropriate action by the Board.

3. Candidates for a Temporary Interim appointment may be solicited via an “in-house” call for applications or via a third-party search service.
4. The appointed manager will possess a general understanding of the areas of responsibility as outlined in the job description, and demonstrated leadership ability.

Interim Management Appointments Recruitment and Selection Guidelines

The following guidelines serve as a framework for management positions that need to be filled on an interim basis for more than six months.

An interim appointment is a temporary appointment to a management position that has been vacated and deemed necessary to fill on an interim basis until a permanent appointment is made that is anticipated to take more than six months. An interim appointment will be made through a recruitment process. An interim appointee will serve for the time necessary to allow for full and open recruitment for the position, provided that the interim appointment or series of interim appointments will not exceed two years, the time period allowed under Title 5. Interim appointees may be current District employees or may be from outside the District.

Qualifications and Scope of Authority

An interim appointee must meet minimum qualifications for the position including any job specific requirements mandated by law. Those serving in an interim capacity will be vested with the same scope of authority and responsibility as regular appointments. The rate of pay for such appointments will be in accordance with the rates established for the position being held.

Options for Interim Recruitment and Selection

1. **Internal Recruitment** – A vacant position may be filled, through a recruitment process outlined below, on a temporary basis – for more than six months - by an individual currently employed by the District. The selected candidate will meet minimum qualifications for the position including any job-specific requirements mandated by law.
2. **Full Recruitment** – A vacant position may be filled on a temporary basis – for more than six months - by an internal or external candidate, hired for the position, as the result of an open recruitment process as outlined below. The selected candidate must meet minimum qualifications for the position including any job-specific requirements mandated by law.
3. **Professional Services Contract** – In accordance with Section 53021(c)(7) of Title 5 Regulations, an individual who is not currently employed by the District, who is specially trained, experienced, and competent to serve in the position, and who satisfies the minimum qualifications for the position may be engaged to serve as an administrator through a contract. Such appointments may be made

at the discretion of the College President or Chancellor as applicable, and prospective candidates will be provided via a third-party search firm. Such appointees may serve the District through a contract that sets forth the payment terms and services to be rendered as approved by the Board.

Process for Making Interim Appointments

Recruitment

1. The hiring manager will draft an assignment description that includes purpose, essential duties, qualifications, duration, and compensation of the position, and will allow opportunity for input by the Search Committee prior to submission to the Vice Chancellor of Human Resources for approval. The Academic Senate (for the respective Vice Presidents and Educational Administrators at the Colleges) will be offered ten work days to review a draft of the job announcement to suggest modifications to the Search Committee.
2. Once the interim position/assignment is approved, the District Office of Human Resources will announce the position, for internal or full recruitments, using web-based resources.
3. Interested candidates will have ten work days to apply.
4. Candidates will be required to submit application materials in the manner identified on the job announcement. At a minimum, materials will include a letter of interest, résumé, and references.

Evaluation of Candidates

1. A Search Committee will be established as outlined in the section entitled, "Search Committee Formation and Responsibilities."
2. The Search Committee and the hiring manager will review the list of applicants and be required to sign a Confidentiality and Conflict of Interest Form to ensure that all applicants are treated fairly and consistently throughout the process. Pursuant to Board Policy 7310 and Administrative Procedure 7310 Anti-Nepotism, all personal relationships with applicants will be disclosed on the Confidentiality and Conflict of Interest Form which will be provided to the EEO Recruitment Coordinator.
3. The Search Committee will review application materials submitted by the stated deadline and select candidates for interview.
4. Interviews will be conducted by all the members of the Search Committee. The committee will decide, in advance of the interviews, the questions to be asked of candidates.

Selection and Appointment

1. After deliberation, the Search Committee will recommend candidate(s), unranked, to the hiring manager.
2. The hiring manager will select the candidate they determine is best suited for the position from the list of forwarded finalists.
3. If the hiring manager determines that there is not a sufficient match between candidates and the needs of the College or District, the manager will notify the Search Committee of their decision to not employ one of the finalists.
4. When a candidate is selected, the candidate's appropriate paperwork is submitted to the District Office of Human Resources to prepare the hiring recommendation to the Chancellor for approval and subsequent ratification by the Board.
5. Following the final selection, successful and unsuccessful candidates will be notified in a timely manner.

Search Committee Formation and Responsibilities

All constituency groups outlined in item #4 (below) will be contacted to comprise the Search Committee for interim positions.

1. The Chair will be elected by the Search Committee.
2. Search Committees should reflect diversity and support the pursuit of diversity throughout the process.
3. The composition of the committee must be discussed with the designated EEO Recruitment Coordinator or designee.
4. Appointments of committee members will be made by constituency groups, as indicated below, within ten work days of the request.
 - One Management appointment made by the hiring manager. The hiring manager can serve as the management appointment.
 - One Management appointment made by CDMA
 - One CFE appointment
 - One CFCP appointment
 - One Classified Senate appointment for positions at the Colleges
 - One Academic Senate appointment for Educational Administrators at the Colleges and Vice Presidents, and for classified manager positions at the Colleges having routine contact with faculty (contingent upon faculty interest in the position)
 - One CCCA appointment for Educational Administrators at the Colleges and Vice Presidents, and for classified manager positions at the Colleges having routine interaction with part-time faculty (contingent upon CCCA interest in the position)
 - One Student for positions having routine contact with students (contingent upon student interest in the position and availability to serve)

5. If a constituency group does not assign a representative by the deadline, that group will forfeit participation in the search process.
6. All Search Committee members will be voting members. An EEO Recruitment Coordinator will serve as a non-voting advisor to the Search Committee.
7. In order to serve as a member of a Search Committee, a committee member must commit to participating in each phase of the process.
8. Search Committee members will honor the accelerated timelines in order to ensure timely selection.

Search Committee members must commit to honoring the confidentiality and integrity of the process, during and after conclusion of the process.

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