

**BP 7121 PRESIDENT RECRUITMENT AND HIRING**

**References:**

Education Code Section 70901.2, 70902(b)(7) & (d) and 87100 et seq;  
Title 5 sections 51023.5 and 53000 et seq.  
Accreditation Standard IV.B.1. j

In the case of a vacancy for the position of President, the Chancellor shall establish a procedure for the search process to fill the vacancy. The process shall comply with relevant regulations.

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Date Adopted: May 19, 2009

## **AP 7121 PRESIDENT RECRUITMENT AND HIRING**

### **Reference:**

Accreditation Standard IV B.1.j.;  
Education Code 70901.2, 70909(b)(7) & (d) and 87100 et seq.;  
Title 5 Sections 51023.5 and 53000 et seq.,

The process for hiring the President will be inclusive, participatory and transparent. The college will be informed and involved throughout the process through the distribution of regular progress reports and a dedicated webpage with up-to-date information.

### Executive Search Firm

1. The Chancellor in consultation with the Vice Chancellor, Diversity and Human Resources may employ a search consultant to assist with the hiring process and recruit candidates.
2. Diversity and Human Resources Department will solicit proposals from executive search firms to assist the District in filling the open position. After review of the proposals, the Chancellor will select a firm to conduct the Presidential search.

### Presidential Profile

1. Public forums with college constituencies (students, staff, faculty, management) and the community will be held to obtain suggestions for qualities, characteristics and desired/required qualifications for the President.
2. The Presidential profile will be developed from these suggestions, reviewed by the search committee and finalized by the Chancellor.

### Job Announcement

The job announcement for the position shall be developed by the Diversity and Human Resources Department in collaboration with the Associate Vice Chancellor, Strategic Communications and Relations and shall include the following information:

1. The position profile, including qualities, characteristics and desired/minimum qualifications for the position
2. How to apply
3. "Review" of applications or closing date

Advertisements will appear in publications and websites such as, but not limited to:

Affirmative Action Register  
CalJobs.Ca.gov  
CCC Registry  
Chronicle of Higher Education  
Community College Times  
Diverse Issues in Higher Education  
HERC  
HigherEdJobs.com  
HispanicOutlook.com  
InsideHigerEd.com  
LatinosinHigerEd.com  
Local Newspapers  
tribalcollegejournal.org

#### Screening Committee Composition

The composition of the screening committee for the position of President will be determined by the Chancellor and shall include representation broadly reflective of the college's constituencies and shall be comprised of the following with the ideal committee between 10 to 15 members. Members will be nominated by constituency groups, can self nominate or be nominated by others.

1. Faculty representatives (college academic senate)
2. Faculty representatives (CTA)
3. Part-time faculty representative (CTA)
4. Student representative (ASRCC)
5. Classified representatives (CSEA)
6. Confidential representative (Confidential Employees Group)
7. Management representative (District Management Association)
8. Management representatives selected by the Chancellor, broadly reflective of the college
9. Vice Chancellor Diversity and Human Resources or designee
10. Community representative(s) selected by the Chancellor (optional)

#### Search Committee Member Responsibilities

1. Assist in the search for president using the profile statement of qualities, characteristics and desired/minimum qualifications.
2. Follow Equal Employment Opportunity guidelines and considerations as well as the federal, state and local regulations.
3. Establish and follow the timetable for screening and interviewing that will bring recommendations to the Chancellor by a certain date.
4. Make periodic reports to the college constituents and community on the progress of the search (chair).
5. Evaluate and rate candidates.
6. Interview candidates.
7. Recommend, ideally, five to seven candidates, in unranked alphabetical order, to the Chancellor.

Committee members shall maintain strict confidentiality with regard to candidates, applicants, and nominees for the position throughout the entire hiring process and after the process is complete.

A committee member who fails to participate in the screening process or all interviews shall be removed from the committee.

#### Screening Committee Operating Procedures

1. The initial meeting of the screening committee shall be convened by the Chancellor or designee. The initial meeting will include EEO training, overview of the search process and confidentiality, review of the position profile, training in review of application materials and set tentative dates for screening and interviewing.
2. No additions or replacements to the committee membership shall be made subsequent to the initial meeting of the screening committee.
3. The screening committee shall develop the following for use in evaluating candidates against the presidential profile:
  - a. Paper screening criteria and interview questions.
  - b. Parameters for conducting interviews.

#### Screening of Applications and Selection of Candidates for Interview

1. The search consultant or Vice Chancellor, Diversity and Human Resources will receive applications and make all applications available to the screening committee.
2. The applications shall be independently assessed by each member of the screening committee, using the rating criteria developed by the committee. Committee members shall avoid any discussion of ratings, rankings, or recommendations of candidates until independent evaluations of all candidates have been completed by each committee member.

3. The committee will then discuss the ratings and evaluate the merits of the candidates to determine if there is an adequate pool of professionally qualified candidates with which to continue the selection process.
4. If the pool is deemed adequate by the committee, the committee shall proceed with the selection of candidates for interview.
5. If the pool is not deemed adequate by the committee, the committee shall discuss the matter with the Search Consultant or the Vice Chancellor, Diversity and Human Resources, who shall determine the action to be taken.

#### Selection of Candidates for Interview

1. The screening committee shall determine an initial pool of potential candidates for interview.
2. The search consultant or Vice Chancellor, Diversity and Human Resources shall establish an interview schedule and notify the candidates to be interviewed.
3. The Vice Chancellor, Diversity and Human Resources will contact each candidate confirming the interview appointment, place and time and provide other appropriate materials to all candidates.

#### Initial Interviews

- The circumstances of each interview shall be as similar as is practicable.
- Each candidate will be asked the same interview questions developed by the committee.
- Committee members shall avoid any discussion of ratings, rankings, or recommendations of the candidates until all interviews have been completed and independent evaluations have been completed by each committee member.

#### Selection of Finalists

1. The committee chair shall lead discussion, which shall focus on the strengths and weaknesses of the candidates to determine the candidates to be recommended as finalists.
2. The search consultant or Vice Chancellor, Diversity and Human Resources shall conduct reference and background checks of each of the recommended finalists, which shall include investigation of professional experience and personal qualities relevant to performance in the position. Following a discussion of the results of the reference checks, the committee shall make a final determination of the candidates to be recommended as finalists to the Chancellor.
3. The Chancellor will review the finalists recommended by the committee and may:

- a. Meet with the committee to clarify the reasons for the finalist recommendations or ask the committee to provide a summary of strengths, weaknesses, challenges and opportunities for each candidate.
  - b. Meet with the search consultant or Vice Chancellor, Diversity and Human Resources to review results of the reference and background checks
4. If, after discussion, the Chancellor is not satisfied with the committee's recommendation, the Chancellor may request the committee to reconsider. If, after reconsideration, the committee forwards the same recommendation, the Chancellor will determine whether to continue the process.
5. If the Chancellor is satisfied with the finalists recommended by the committee, the Chancellor may:
  - a. Interview recommended candidates to narrow the number of finalist before making a public announcement. Chancellor will select the next round of interviewers and proceed with second round interviews following the same process used for the "Initial Interviews"
  - b. Announce the finalist recommended by the committee to the public.

### Public Forums

college forums and/or site visits may be conducted as part of the hiring process for President.

1. If a site visit is conducted as part of the hiring process for president, the composition of the visiting team shall be determined by the Chancellor. The visiting team shall include at least two members of the screening committee who shall be from different constituencies.
2. Public forums shall be conducted to introduce candidates to the college constituents and the community.

### Interview of Finalists

1. The Chancellor and/or other staff members selected by the Chancellor will interview finalists for President.
2. In consultation with the Chancellor, the Board of Trustees may conduct parallel interviews of final candidates for President.
3. The search consultant or Vice Chancellor, Diversity and Human Resources shall conduct extensive reference and background checks of each of the finalist, which shall include investigation of professional experience and personal qualities relevant to performance in the position. The search consultant or Vice Chancellor, Diversity and Human

Resources will discuss the results of the reference checks with the final committee and the Board of Trustees.

4. On completion of the final interviews, the Board of Trustees will provide feedback to the Chancellor who will make his/her final selection of a candidate for President.

#### Negotiation & Appointment of President

1. On acceptance by the selected candidate, the Chancellor and the Vice Chancellor of Diversity and Human Resources will enter contract negotiations with the candidate.
2. When a contract has been agreed to, the selection shall be brought forward to the Board of Trustees for approval.
3. On approval, the contract will be signed by the Chancellor, the selected candidate and the President of the Board of Trustees.

Office of Primary Responsibility: Diversity and Human Resources Department

Also see Administrative Procedure 3410, titled Nondiscrimination and Administrative Procedure 3420, titled Equal Employment Opportunity

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Date Approved: June 1, 2009