

ADMINISTRATIVE REGULATIONS
ON ACADEMIC ADMINISTRATIVE HIRING

3003.

3003.1 The Superintendent-President shall be responsible for implementing this regulation.

3003.2 For the purposes of these regulations, any administrative position that is not part of the classified service is considered an academic (educational) administrative position.

3003.3 When an academic administrative vacancy occurs, the Superintendent-President shall convene the President's Leadership Council. In consultation with this group, the Superintendent-President will determine:

- A. Whether the position should be filled.
- B. The timeline for filling the vacancy.
- C. The manner in which the position shall be filled in accordance with Title 5, Section 53021, which could include any of the following options:
 1. Lateral transfer.
 2. Interim Appointments
 3. Recruitment which is restricted to current employees of the District.
 4. Recruitment which is open to internal and external candidates.

3003.4 If an unexpected vacancy should occur at a time that makes it impractical to follow the regular selection process, an interim appointment, not to exceed one year, may be made while the regular selection process is being initiated. Such appointments shall be made in consultation with the President's Leadership Council. Regular hiring procedures must be completed within a year after the interim appointment has been made.

3003.5 Once it has been decided to fill and recruit for the academic administrative vacancy, the Superintendent-President shall direct the Vice President, Human Resources, to convene the Screening Committee which shall consist of:

- A. One administrator, who shall serve as chair, appointed by the Superintendent-President.

- B. Two administrators appointed by the Superintendent-President.
- C. The Academic Senate President or a representative appointed by the Academic Senate President.
- D. The CCA President or a representative appointed by the CCA President.
- E. Two faculty members, jointly appointed by the Academic Senate President and the CCA President.
- F. One part-time faculty member appointed by the CHI President.
- G. The Associated Student Body President or a representative appointed by the Associated Student Body President, plus two student representatives appointed by the ASB Cabinet.
- H. The AFT President or a representative appointed by the AFT President.
- I. One Confidential employee may be selected by the Confidential employees, if so desired by the hiring authority.
- J. One classified employee jointly appointed by AFT and the Confidential employees.
- K. An Equal Employment Opportunity representative selected from either the faculty or management as determined by Human Resources who has been trained in the practices and principles of EEO appointed by Human Resources.

All members of the Screening Committee except the Equal Employment Opportunity representative(s) will have voting privileges, provided they attend all interviews and deliberations.

If, after the Screening Committee is convened, a committee member is unable to fulfill any part of the obligation relevant to the committee function, Human Resources shall notify the presiding officer of the constituent organization which the committee member represented and another committee member may be appointed if time permits, and if the phase of the process allows.

A majority of the Screening Committee must be present in order for the Screening Committee to meet.

3003.6 The Vice President, Human Resources, or his/her designee, shall:

- A. Receive and log all applicant materials.
- B. Forward only those applications that meet the application requirements. Incomplete applications will not be considered.
- C. Notify applicants, whenever a selection process is either delayed, canceled, or when an application is incomplete.
- D. Arrange for all interviews.

3003.7 The Vice President, Human Resources or designee shall:

- A. Orient the Screening Committee and ensure that District employees who participate on screening or selection committees will receive appropriate training on the requirements of Title 5, Section 53003(4).
- B. Monitor all phases of the recruitment and selection procedure and ensure that all aspects of Title 5, Section 53024, are adhered to.
 - 1. All screening or selection techniques, including the procedure for developing interview questions, and the selection process as a whole shall be:
 - a. designed to ensure that for administrative positions, meaningful consideration is given to the extent to which applicants demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students; and
 - b. based solely on job-related criteria,
- C. Recommend to the Superintendent-President whether or not the applicant pool should be approved.

3003.8 If the Superintendent-President does not approve the applicant pool, the Vice President, Human Resources, will consult with the Superintendent-President and appropriate Vice President and decide whether to extend the filing deadline, revise and/or reissue the vacancy announcement, postpone filling the position, or make an interim appointment in accordance with Title 5, Section 53023(b).

3003.9 Prior to reviewing the applicants' folders, the Screening Committee shall develop and submit a list of questions to be asked of every candidate who is to be interviewed. The list of questions must be approved by the Vice President, Human Resources, prior to the commencement of the interviews. Human Resources shall determine that each candidate has met the minimum qualifications for hire.

3003.10 It shall be the function of the Screening Committee to screen all qualified applicants, interview candidates, and recommend a minimum of three finalists (ranked or unranked) to the Superintendent-President. The Superintendent-President in consultation with the Vice Presidents shall determine the process for the final interview. The process, including all interview questions, will be approved by the Vice President, Human Resources, or designee. The process and questions used in reference checks of the finalists by all constituent groups will be reviewed by the Vice President of Human Resources, or designee.

Should the committee be unable to recommend at least three finalists to the Superintendent-President, the Vice President, Human Resources, may extend the filing deadline, revise and/or reissue the vacancy announcement, recommend that filling the position be postponed, recommend that additional candidates from the existing applicant pool be interviewed or obtain approval from the Superintendent-President to continue with finalists as recommended by the Screening Committee. This section must adhere to the requirements of Title 5, Sections 53024(4)(b) and 53024(g).

3003.11 In the event the Superintendent-President decides not to recommend any of the final candidates to the Board of Trustees, Human Resources shall so inform the Screening Committee.

3003.12 The Vice President, Human Resources or designee, shall conduct all necessary communication with the unsuccessful candidates.

3003.13 All successful candidates must submit official transcripts to the Vice President, Human Resources or designee, no later than sixty (60) days after approval by the Board of Trustees and prior to the first day of paid service. The Vice President, Human Resources or designee, shall evaluate the candidate's official transcripts to determine that the candidate meets the minimum qualifications. The candidate's employment by the District shall be contingent on approval of his/her official transcripts by the Vice President, Human Resources.

3003.14 The successful candidate(s) shall be notified by the Vice President, Human Resources, or designee, and instructed in the hiring process. The Office of

Human Resources shall prepare the documents necessary for action by the Board of Trustees. The successful candidate(s) shall be notified by the Vice President, Human Resources, of the Board's approval.

Revised: March 15, 1995; November 13, 2012