ADMINISTRATIVE PROCEDURE 7123
HIRING PROCEDURES FOR REGULAR ACADEMIC ADMINISTRATORS AND CLASSIFIED MANAGERS

These procedures apply to hiring all full-time regular status management personnel except the Chancellor. Separate procedures apply for the selection of an interim/acting appointment.

I. Selecting the Hiring Committee

A. The hiring manager appoints the chair of the hiring committee. The hiring manager is normally the person who directly supervises the position where the vacancy exists, except as otherwise specifically stated below. The chair convenes the hiring committee.

B. All committees include at least one voting member of a historically underrepresented group; however, the committee shall be balanced by diversity to the extent possible. The Vice Chancellor for Human Resources and Employee Relations or designee may request changes in appointments to provide diversity.

1. "Historically underrepresented" group means ethnic minorities, women and persons with disabilities. The Board of Governors recognizes that ethnic minorities, women, and persons with disabilities have historically faced discrimination and other obstacles that limited their opportunities for education, and academic success.

2. "Ethnic minorities" means American Indians or Alaskan natives, Asians or Pacific Islanders, Africans/African Americans, and Hispanics.

C. Each committee also includes at least one employee from the program, unit or area for which the management position is responsible, and at least one employee from other areas of the College/District Office with whom s/he will work regularly. The representative groups selecting appointees in these procedures are requested to appoint members who meet these requirements.

D. If additional expertise is desired, the Chancellor may appoint a person from inside or outside the District to augment any hiring committee.

II. Hiring Committee Membership

Following is a list of the required members of the hiring committees for the various categories of management positions:

A. College President

1. Three administrators appointed by the Chancellor, one to act as the chair of the committee. The chair will be selected by the Chancellor. One administrator should be a College President.

2. Three faculty appointees: one being the College Academic Senate President or designee, one appointed by the PFT, and one jointly appointed by the College Academic Senate President and the PFT.

3. Two classified appointments: one selected jointly by SEIU Local 1021 and Local 39, and the other by the College Classified Senate President.

4. Two associated students appointee may be selected by the Chancellor.

5. One community representative will be selected by the Chancellor.

B. All college management positions below the level of College President:

1. Three managers appointed by the College President, one to act as the chair of the committee.
2. Three faculty appointees: one appointed by the College Academic Senate President, one appointed by the PFT, and one jointly appointed by the College Academic Senate President and the PFT.

3. Two classified appointments: one selected jointly by SEIU Local 1021 and Local 39, and the other by the College Classified Senate President.

4. Two associated student appointees may be selected by the College President.

C. All district office management positions Vice Chancellors and below:

1. Three managers appointed by the Chancellor, or supervising Vice Chancellor, one to act as the chair of the committee. One manager should have expertise in the area.

2. Three faculty appointees: one appointed by the District Academic Senate President, one appointed by the PFT President, and one jointly appointed by the District Academic Senate President and the PFT President.

3. Two classified appointments: one selected jointly by SEIU 1021 and local 39, and the other by the District Classified Senate President.

III. Appointing Bodies Responsibilities

Upon notification, the appointing bodies are responsible for making recommendations for committee appointment(s) within 7 business days. An additional three (3) business days may be granted, upon request, if additional time is needed beyond the initial 7 business days. If the appointing body fails to make a recommendation for the committee appointment(s) within the prescribed time, the Chancellor, the President or the supervising Vice Chancellor shall either directly appoint a replacement from the constituency or instruct the committee to proceed without representation from the body that failed to make an appointment.

IV. Preparing the Job Description

A. Once a position is authorized, the Chancellor or College President, in consultation with the Human Resources office, will prepare a job description. The college or district senate has five working days in which to review and provide input before job description is finalized.

B. The recommended job description is forwarded to the Vice Chancellor of Human Resources and Employee Relations or designee, for action.

All job announcements will state the following:

"The District is strongly committed to achieving staff diversity and the principles of equal opportunity employment. The District encourages a diverse pool of applicants and does not discriminate on the basis of race, color, national origin, ancestry, sex, age, religion, marital status, disability, sexual orientation, in any of its policies, procedures or practices."

V. Advertising the Position

A. The Office of Human Resources and Employee Relations shall develop a recruitment plan to recruit a diverse pool of qualified applicants.

B. After the posting deadline date, the Vice Chancellor of Human Resources and Employee Relations or designee will review the applicant pool to determine if the applicant pool is adequate. If not, the posting period may be extended and the position re-advertised, as appropriate.
C. The position will be advertised for at least 30 days or until filled.

VI. Reviewing the Hiring Procedures and Developing Evaluation Criteria and Questions

A. The committee chair reviews the Management Hiring Procedures with the hiring committee. Part of the review is to include agreement by all participants that the entire process is confidential.

B. In consultation with a Human Resources and Employee Relations representative, the hiring committee formulates criteria and method of evaluating the applications to select the candidates to be interviewed. The hiring committee may consider only qualifications and requirements related to the duties and responsibilities of the position in the method of evaluation.

C. The hiring committee develops interview questions that relate to the duties and responsibilities of the position. The Vice Chancellor of Human Resources and Employee Relations or designee reviews these questions to ensure compliance with equal employment opportunity laws.

VII. Reviewing and Screening the Applications

A. The Vice Chancellor for Human Resources and Employee Relations or designee, reviews the composition of the pool of applicant to determine if legal requirements relating to Equal Employment and non-discrimination have been met. The Office of Human Resources and Employee Relations will review applications for minimum qualifications or the equivalent to determine the eligibility pool.

B. All applications received on or before the closing date and meeting the published minimum qualification or having qualifications that are at least equivalent, will be made available to members of the hiring committee. Committee members rate each candidate on a district-approved form.

VIII. Preparing for the First-level Interviews

A. After screening all applications, the hiring committee, decides those candidates to be invited for an interview.

B. The Vice Chancellor for Human Resources and Employee Relations or designee reviews the list of candidates selected for an interview to determine if legal requirements relating to Nondiscrimination and Equal Employment Opportunity has been met. If the Vice Chancellor for Human Resources and Employee Relations or designee determines that legal requirements have not been met, s/he shall assist the hiring committee in addressing the problem(s).

C. The first-level interview process requires the hiring committee to do the following:

1. Determine if writing samples, portfolios, and/or other supplementary materials and tasks are required for the first-level interview; Human Resources will review and approve all interview questions, writing samples, and other supplementary materials and tasks to be used in the interview. The hiring committee chair will ensure that candidates have appropriate notice for these requirements when scheduling the interviews.

2. Develop the rating system for evaluating the candidates to be interviewed.

3. Provide candidates to be interviewed with at least five business days advance notice.

D. The Vice Chancellor for Human Resources and Employee Relations or designee communicates any recommended changes in questions, topics, supplementary materials, or the evaluation system to the hiring committee.
IX. Conducting the First-Level Interviews

A. The hiring committee, with all members present, interviews and evaluates each candidate. In the event a committee member, due to extenuating circumstances, is unable to participate in the entire interview process, h/her rating shall be eliminated, and, the committee member shall not participate in the deliberation of candidate(s). If any member feels that h/she is unable to maintain objectivity through the process, that individual shall resign from that committee immediately. All committee members are to keep their deliberation, decision, written materials, names of candidates, interview and testing criteria, and all other parts of the selection process completely confidential.

B. After all candidates have been interviewed, the committee deliberates and prepares its recommendation of 0-3 finalists to the Vice Chancellor for Human Resources and Employee Relations or designee, without ranking. Strengths and Weaknesses of the finalists shall be prepared under separate memorandum.

C. When it is not possible to submit at least two names, the committee chairperson shall prepare a written explanation to be submitted with the committee's recommendation. The Chancellor/President, in conjunction with the Committee, will decide on a course of action which may include forwarding names of additional candidates from the pool of applicants interviewed.

X. Community Forums For College President, College Vice Presidents, and District Vice Chancellors

A community forum will be conducted for College President, College Vice Presidents, and District Vice Chancellors. Community forums are not conducted for other positions covered under this administrative procedure.

XI. Conducting Final Interviews

A. The College President/Chancellor and/or designee conducts the final interviews.

B. The Chancellor/College President or designee may:

1. Make a recommendation for further consideration; OR
2. Reject all candidates; AND
3. Reopen the process

XII. Approval is by the Board of Trustees upon the recommendation of the Chancellor.

XIII. Upon final approval by the Board of Trustees, all candidates shall be notified within (5) working days of the final selection and acceptance.

Approved by the Chancellor: April 18, 2013
ADMINISTRATIVE PROCEDURE 7123
HIRING PROCEDURES FOR REGULAR ACADEMIC ADMINISTRATORS AND CLASSIFIED MANAGERS

These procedures apply to hiring all full-time regular status management personnel except the Chancellor. Separate procedures apply for the selection of an interim/acting appointment.

I. Request to Advertise

To fill a vacant management position, submit a Request to Advertise packet to Human Resources, which must contain the following items:

A. Personnel Action Form (Paper Form) – Request to Advertise and fill a position. The following information must be included in the PA:
   a. Position Control Number (Consult with Director of Human Resources, if none);
   b. Job Code & Title;
   c. Budget Code; and
   d. Comments – Include name of prior incumbent.

   No position will be advertised to be filled until there is budget approval by the Office of Finance and authorized by the Chancellor.

B. President/Vice Chancellor Memorandum – Explains the reason why the college/department is requesting to fill the position. This memorandum should also address:
   • Changes in the duties of the position, if any, since the last time the position was filled;
   • Any special advertising requests (subject to review and budget); and
   • Details around any testing/evaluation requirements of applicants and/or semi-finalists.

C. Preparing the Job Description

   a. Once a position is authorized, the Chancellor or College President, in consultation with Human Resources, will prepare a job description. The college or District senate has five (5) working days in which to review and provide input on new or significantly changed job descriptions before they are finalized.

   b. If the position has previously been filled, the draft should be a copy of an already approved job description, with any changes either highlighted or underlined. The job description should include duties, minimum qualifications, and desirable qualifications. If a new job title is being proposed, Human Resources will determine the proper title, salary, duties, etc., including whether the position is grant-funded.

   c. After confirmation of the position and budget, Human Resources will forward the recommended job description to the Chancellor for review and approval.

D. Recruitment Plan and Search Timeline

The request to advertise must be submitted, together with the Recruitment Plan and Search Timeline, signed by the hiring manager before the position is advertised. Human Resources will not advertise a position unless the request is accompanied by an approved Search Timeline (Appendix 1)
All phases of the recruitment and selection process shall be concluded no later than 45 days after the first hiring committee review date of applications. By the 45-day period, a determination should be made to either:
- Recommend a finalist;
- Not recommend a finalist; and
- Re-advertise the position.

The hiring manager will work with Human Resources to develop a Recruitment Plan and Search Timeline that includes all phases of the screening and interviewing process, including dates for the community forum, if applicable.

II. Administrators Appointed to Serve on Hiring Committee and Appointed to Chair the Committee

A. The hiring manager must submit the appointments of three administrators for the hiring committee, to Human Resources, with the “request to advertise” packet. The hiring manager is normally the person who directly supervises the position where the vacancy exists.

B. It shall be the professional responsibility of all administrators to serve on hiring committees and attend all meetings.

C. It shall be the professional responsibility of all administrators, appointed as the chairperson to a hiring committee, to facilitate the work of the hiring committee and ensure that the committee remains on task regarding adherence to the Search Timeline.

D. The Chairperson shall respond, in a timely manner, to all inquiries by Human Resources regarding the status of the work by the hiring committee, and provide all requested documents.

E. All committees include at least one voting member of a historically underrepresented group; however, the committee shall be balanced by diversity to the extent possible. The Vice Chancellor for Human Resources and Employee Relations, or designee may request changes in appointments to provide diversity.

1. “Historically underrepresented” group means ethnic minorities, women, and persons with disabilities. The Board of Governors recognizes that ethnic minorities, women, and persons with disabilities have historically faced discrimination and other obstacles that limited their opportunities for education and academic success.

2. “Ethnic minorities” means American Indians or Alaskan natives, Asians or Pacific Islanders, Blacks, and Hispanics.

F. Each committee also includes at least one employee from the program, unit, or area for which the management position is responsible, and at least one employee from other areas of the College/District Office with whom he or she will work regularly. The representative groups selecting appointees in these procedures are requested to appoint members who meet these requirements.

G. If additional expertise is desired, the Chancellor may appoint a person from inside or outside the District to augment any hiring committee.

III. Hiring Committee Membership

Following is a list of the required members of the hiring committees for the various categories of management positions:

A. College President

1. Three administrators appointed by the Chancellor; one to act as the chair of the committee. The chair will be
selected by the Chancellor. One administrator should be a College President.

2. Three faculty appointees: one being the College Academic Senate President or designee, one appointed by PFT, and one jointly appointed by the College Academic Senate President and PFT.

3. Two classified appointments: one selected jointly by SEIU Local 1021 and Local 39, and the other by the College Classified Senate President.

4. Two associated student appointees may be selected by the Chancellor.

5. One community representative will be selected by the Chancellor.

B. All college management positions below the level of College President:

1. Three managers appointed by the College President; one to act as the chair of the committee. One manager should have expertise in the area.

2. Three faculty appointees: one appointed by the College Academic Senate President, one appointed by PFT, and one jointly appointed by the College Academic Senate President and PFT.

3. Two classified appointments: one selected jointly by SEIU Local 1021 and Local 39, and the other by the College Classified Senate President.

4. Two associated student appointees may be selected by the College President.

C. All District office management positions - Vice Chancellors and below:

1. Three managers appointed by the Chancellor or supervising Vice Chancellor; one to act as the chair of the committee. One manager should have expertise in the area.

2. Three faculty appointees: one appointed by the District Academic Senate President, one appointed by the PFT President, and one jointly appointed by the District Academic Senate President and the PFT President.

3. Two classified appointments: one selected jointly by SEIU 1021 and Local 39, and the other by the District Classified Senate President.

IV. Appointing Bodies’ Responsibilities

Upon notification from Human Resources, the appointing bodies are responsible for making recommendations for committee appointment(s) within seven (7) business days. An additional three (3) business days may be granted, upon request, if additional time is needed beyond the initial seven business days. If the appointing body fails to make a recommendation for the committee appointment(s) within the prescribed time, the Chancellor, the President, or the Vice Chancellor shall either: directly appoint a replacement from the constituency, or instruct the committee to proceed without representation from the body that failed to make an appointment.

A. Representatives appointed to the committee must attend the first meeting of the hiring committee in order to participate in the committee. At the first meeting, the committee will review the Search Timeline.

B. All committees shall be appointed and approved by Human Resources no later than two weeks before the established “first review” date of applications by the hiring committee, as designated in the Recruitment Plan and Search Timeline.
V. Job Announcement
All job announcements will state the following:

"The District is strongly committed to achieving staff diversity and the principles of equal opportunity employment. The District encourages a diverse pool of applicants, and does not discriminate on the basis of race, color, national origin, ancestry, sex, age, religion, marital status, disability, sexual orientation, gender identity, active duty military, or veterans, in any of its policies, procedures, or practices."

VI. Advertising the Position
A. The Office of Human Resources shall develop a Recruitment Plan to recruit a diverse pool of qualified applicants.

B. The position will be posted as "open until filled." The job announcement will indicate a "first review date" for applications, which will be 30 days after the posting date.

C. Five days before the first review date of applications by the committee, the Vice Chancellor for Human Resources and Employee Relations, or designee, will review the applicant pool to determine if the applicant pool is adequate. If not, the posting period may be extended and the position re-advertised, as appropriate, and a revised Recruitment Plan and Search Timeline will be established.

VII. Reviewing and Screening the Applications
A. The Vice Chancellor for Human Resources and Employee Relations or designee, reviews the composition of the pool of applicants to determine if legal requirements relating to Equal Employment and non-discrimination have been met. After the Vice Chancellor for Human Resources and Employee Relations, or designee, completes the initial review of the applications received, the designated Human Resources representative will review applications for the sole purpose of verifying that required application material is included.

B. Thereafter, Human Resources will provide the hiring committee access to all completed applications. The hiring committee shall review all applications and determine the eligibility pool to determine if they meet the minimum qualifications, as stated on the position announcement.

C. Committee members shall rate each candidate on a district-approved form provided by Human Resources.

VIII. Initial Committee Meeting
A. A Human Resources representative will schedule the initial committee meeting based on the established Recruitment Plan and Search Timeline. The initial meeting will include training on the hiring process, confidentiality, and equal employment opportunity requirements, and interviewing best practices. All members of the committee must attend this meeting.

B. At the first meeting, the committee will reach an agreement regarding dates and times for all remaining committee meetings, including interview dates within the established Search Timeline. All future meetings must stay on course with the Search Timeline. In the event a committee member is unable to participate in a meeting, he or she will be excused from the committee and will not participate in any decisions or discussions, and the committee will move forward without delay.

C. The committee will determine if writing samples, portfolios, and/or other supplementary materials and tasks are required for the first-level interview. Human Resources will review and approve all interview questions, writing samples, and other supplementary materials and tasks to be used in the interview. Human Resources will ensure that candidates have appropriate notice for these requirements when scheduling the interviews.
IX. Reviewing the Hiring Procedures and Developing Evaluation Criteria and Questions

A. The committee chair reviews the Management Hiring Procedures with the hiring committee. Part of the review is to include agreement by all participants that the entire process is confidential.

B. In consultation with a Human Resources representative, the hiring committee formulates criteria and method of evaluating the applications to select the candidates to be interviewed. The hiring committee may consider only qualifications and requirements related to the duties and responsibilities of the position in the method of evaluation.

C. The hiring committee develops interview questions that relate to the duties and responsibilities of the position. The Vice Chancellor of Human Resources and Employee Relations, or designee, reviews these questions to ensure compliance with Equal Employment Opportunity laws. Interview questions must be submitted to Human Resources for approval at least five (5) working days before the interviews are scheduled.

X. Preparing for the First-level Interviews

A. After screening all applications, the hiring committee decides those candidates to be invited for an interview.

B. The Vice Chancellor for Human Resources and Employee Relations, or designee, reviews the list of candidates selected for an interview to determine if legal requirements relating to Nondiscrimination and Equal Employment Opportunity has been met. If the Vice Chancellor for Human Resources and Employee Relations, or designee, determines that legal requirements have not been met, s/he shall assist the hiring committee in addressing the problem(s).

C. The Vice Chancellor for Human Resources and Employee Relations, or designee, communicates any recommended changes in questions, topics, supplementary materials, or the evaluation system to the hiring committee.

XI. Conducting the First-Level Interviews

A. The hiring committee, with all members present, interviews and evaluates each candidate. In the event a committee member, due to extenuating circumstances, is unable to participate in the entire interview process, his/her rating shall be eliminated, and, the committee member shall not participate in the deliberation of candidate(s). In this case, they will be excused from the committee.

B. If any member feels that s/he is unable to maintain objectivity through the process, that individual shall resign from that committee immediately. All committee members are to keep their deliberation, decision, written materials, names of candidates, interview, testing criteria, and all other parts of the selection process completely confidential, even after the selection process has concluded.

C. A Human Resources representative will notify the candidates at least seven (7) working days in advance of their interview date and time.

D. Telephone, teleconferencing and Skype interviews are not permitted. All candidates must appear for their interview in person.

E. Interview questions shall not be given to candidates in advance. However, the questions can be affixed to the table during the interview for the candidate’s convenience.

F. Candidates invited to the first-level interviews will not be reimbursed for travel expenses.

G. Finalists for Vice Presidents, Vice Chancellors, and College Presidents will be reimbursed up to $750 for reasonable travel expense, unless otherwise authorized by the Chancellor.
H. After all candidates have been interviewed, the committee deliberates and prepares its recommendation of C-6 finalists to the Vice Chancellor for Human Resources and Employee Relations, or designee, without ranking. The committee shall only recommend candidates as finalists who, based on the assessment of the committee, are highly qualified and can successfully perform the essential duties and responsibilities of the position. Strengths and weaknesses of the finalists shall be prepared by the chairperson under separate memorandum.

I. When it is not possible to submit at least two names, the committee chairperson shall prepare a written explanation to be submitted with the committee’s recommendation. The Chancellor/President, in conjunction with the Committee, will decide on a course of action which may include forwarding names of additional candidates from the pool of applicants interviewed.

XII. Community Forums For College President, College Vice Presidents, and District Vice Chancellors

A. A community forum will be conducted for College Presidents, College Vice Presidents, and District Vice Chancellors.

B. The hiring manager, in consultation with the Vice Chancellor for Human Resources and Employee Relations, or designee will plan the community forum, including the format, the location, and designation of the moderator. The community forum will normally take place on the same day as the final interviews.

C. The forum will be advertised district-wide at least five (5) days in advance of the event

D. The Vice Chancellor for Human Resources and Employee Relations, or designee will ensure that the comment cards are distributed, collected, and transcribed on the day of the forum. The comment card results and remarks will be forwarded to the hiring manager and the Chancellor for review.

XIII. Conducting Final Interviews

A. A Human Resources representative, in consultation with the hiring manager, will schedule the final interviews and notify the candidates about the community forum, if applicable.

B. The College President, Chancellor, and/or designee will conduct the final interviews in compliance with the established Recruitment Plan and Search Timeline.

C. The College President, Chancellor, and/or designee is responsible for drafting interview questions and obtaining Human Resources’ approval at least five (5) working days in advance of the interviews.

D. Recommendations, including three references on the approved Reference Check Form, must be received by Human Resources no later than three (3) working days after the final interviews.

E. Human Resources will review for compliance with administrative procedures, Human Resources procedures, and for Equal Employment Opportunity considerations.

F. Human Resources will notify those candidates who were not the recommended finalists of the status of their application.

G. Human Resources will prepare the hiring recommendation materials for the Chancellor and Board of Trustees’ review and approval.

H. The Chancellor/College President, or Vice Chancellor (if hiring manager) or designee may:

1) Make a recommendation for further consideration; or
2) Reject all candidates; and
3) Reopen the process.

XIV. Notification to Finalists

A. It is the responsibility of Human Resources to notify candidates regarding their status. The hiring manager shall not notify candidates, including internal candidates of their status, e.g., another candidate was selected.

B. Human Resources shall provide the recommended candidate with a conditional offer of employment, contingent upon approval by the Board of Trustees.

XIV. Approval of management appointments is by the Board of Trustees upon the recommendation of the Chancellor.
Peralta Community College District

Office of Human Resources

Recruitment Search Timeline

<table>
<thead>
<tr>
<th>Date</th>
<th>Search Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 14, 2014</td>
<td>Human Resources requests from Hiring Manager formal request to advertise materials. Completed packet must include the following: Submit to Director of HR no later than January 21, 2014</td>
</tr>
<tr>
<td></td>
<td>a. Personnel Action Form.</td>
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<tr>
<td></td>
<td>b. Justification memorandum addressed to the Chancellor with a copies to HR to fill the position.</td>
</tr>
<tr>
<td></td>
<td>c. Draft Job Description of any changes made to existing Job Description.</td>
</tr>
<tr>
<td></td>
<td>d. Recruitment Search Timeline signed by Hiring Manager.</td>
</tr>
<tr>
<td></td>
<td>e. Management appointments to the committee (no position will be advertised until HR receives the committee appointments).</td>
</tr>
<tr>
<td>January 15, 2014</td>
<td>Human Resources requests committee appointments from all responsible appointing representatives. (All committee members MUST commit to attending the first committee meeting date per the search timeline.)</td>
</tr>
<tr>
<td>January 27, 2014</td>
<td>All committee appointments must be received by HR.</td>
</tr>
<tr>
<td>January 30, 2014</td>
<td>Position is opened until filled; however, first screening will begin on March 3, 2014. In order to be considered during first screening, application packets must be received by Friday, February 28, 2014.</td>
</tr>
<tr>
<td>March 3-7, 2014</td>
<td>HR reviews the composition of the applicant pool and reviews applications for completion.</td>
</tr>
<tr>
<td>March 12-13, 2014</td>
<td>First Search Committee meeting which will be convened by a representative from Human Resources. Search Committee develops screening criteria, interview questions and interview format. Committee members to bring their calendars and the remaining meetings/interview dates will be confirmed according to the timeline. HR representative will review/approve paper-screening criteria at the conclusion of the meeting.</td>
</tr>
<tr>
<td>March 24-28, 2014</td>
<td>Search Committee meets to select candidates for interview.</td>
</tr>
<tr>
<td>March 24-28, 2014</td>
<td>Human Resources notifies candidates of interview date.</td>
</tr>
<tr>
<td>April 2-4, 2014</td>
<td>Interviews conducted. Committee submits recommendation of Finalists to HR.</td>
</tr>
<tr>
<td>April 7-9, 2014</td>
<td>HR reviews the committee's work and prepares finalists packet for hiring manager.</td>
</tr>
<tr>
<td>April 10, 2014</td>
<td>Human Resources notifies finalists of interview date with the President and public forum.</td>
</tr>
</tbody>
</table>
April 14-18, 2014  Spring Break
April 23 - 25, 2014  President interviews finalists and public forums conducted.
April 28, 2014  Recommended finalist submitted to Human Resources.
May 13, 2014  Board approval
May 23, 2014  End of Semester

Recruitment Search Timeline approved by: ________________________________  __________________________

Hiring Manager  Date

Last updated: 1/12/2014