

ADMINISTRATIVE PROCEDURE 7122
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.

One manager should have expertise in the area.

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 0-6 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

Revised and approved by the Chancellor: December 12, 2017