

ADMINISTRATIVE PROCEDURE 7123
HIRING ACTING AND INTERIM ACADEMIC AND NON-ACADEMIC ADMINISTRATORS

The Peralta Community College District seeks to attract and employ highly qualified and effective managers that reflect the diversity of our community. The Chancellor has the authority to recommend qualified candidates to the Board for approval.

I. Qualifications.

A person appointed to an acting or interim academic management position shall possess at least the minimum qualifications prescribed for the position by the Board of Governors of the California Community Colleges. A person appointed to an acting or interim classified management position shall possess the required qualifications as stated in the job description.

II. Scope of Authority

An acting or interim manager shall be vested with the same scope of authority and responsibility given to a regular manager.

III. Exclusions

These administrative procedures specifically exclude appointments to administrative academic and non-academic positions that result from reorganizations, reassignments and/or lateral transfers college-wide, district-wide or any combination thereof that do not result in a net increase in management positions, pursuant to the requirements of Title 5.

IV. Interim Manager Selection and Appointment Process

An interim appointment is a temporary appointment to a management position that has been vacated and is deemed necessary to fill on an interim basis until a regular appointment is made. An interim appointment will be made either by appointment or 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 acting or interim appointment or series of acting or interim appointments not exceed two years pursuant to Title 5, section 53021 (b) (1). The following are the options for selecting an interim administrator:

A. Internal Recruitment.

The Chancellor shall first utilize the internal recruitment process to fill interim management appointments prior to making a direct appointment, opening recruitment to external applicants, or selecting an Independent Contractor. The following internal recruitment and selection process is open only to regular district employees if the appointment duration is limited to the minimum time necessary to allow for open recruitment.

1. Eligible district employees include administrators, full-time (tenured, tenure-track and categorical) faculty and classified staff.
2. Internal applicants must submit an application, cover letter, resume, and other supporting documentation following the posted application procedures.
3. The position shall be posted on the Human Resources website and through district-wide announcement for five business days. The Human Resources Department will review all applications to ensure they meet minimum qualifications.
4. The committee composition shall include one administrator as chair appointed by the hiring manager; one faculty member appointed by the District/College (as appropriate) Academic Senate, one faculty member appointed by PFT; one classified member appointed by the

District/College (as appropriate) Classified Senate; and one classified member appointed by SEIU Local 1021 and Local 39. If the appointing body fails to appoint a member available for scheduled committee activities within five (5) business days, the hiring manager may instruct the committee to proceed without the member.

5. The Selection Committee will interview applicants, and recommend at least two candidates, if possible, to the hiring manager for second level interviews.
6. The Chancellor will review the hiring manager's recommendation, and if acceptable, submit it for approval by the Board.

B. Direct Appointment. The Chancellor may make a direct appointment based on the immediate needs of the District and upon the approval of the Board.

C. Open Recruitment. The Chancellor may authorize the following open recruitment and selection process open to all qualified applicants:

1. Applicants must submit an application, cover letter, resume, and other documentation following the posted application procedures.
2. The Position shall be advertised to the public for ten business days by the Human Resources Department. The Human Resources Department will review all applications to ensure they meet minimum qualifications.
3. The selection committee composition shall include one administrator as chair appointed by the hiring manager; one faculty member appointed by the District/College (as appropriate) Academic Senate, one faculty member appointed by PFT; and one classified member appointed jointly by the District/College (as appropriate) Classified Senate, SEIU 1021 and Local 39. If the appointing body fails to appoint a member available for scheduled committee activities within five (5) business days, the hiring manager may instruct the committee to proceed without the member.
4. The selection committee will review applications, select at least three, if possible, of the most qualified applicants to interview. The committee will interview candidates, and recommend at least two candidates, if possible, to the hiring manager for second level interviews.
5. The Chancellor will review the hiring manager's selection, and if acceptable, recommend approval by the Board.

D. Independent Contractor. In accordance with Title 5, Section 53021(c)(7), a vacant position may be filled on a temporary basis by an individual not employed by the District, who possesses special skills and experience, and is competent to serve in the position, and who satisfies the minimum qualifications for the position as specified in section "I" above. Appointments may be made following an unsuccessful search or based on an urgent requirement, at the discretion of the Chancellor and recommended by the College President or Vice Chancellor, if applicable. Such appointees must serve the District through a professional services contract approved by the Board

V. Acting Manager Selection and Appointment Process.

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 acting assignment. In such circumstances another employee of the District, or potentially an independent contractor, may serve in an acting capacity for the time necessary to allow the incumbent to resume or vacate the position. The following procedure is applicable:

A. Duration. Acting managers will be appointed not to exceed six months, and may be extended depending on the needs of the District, to allow the incumbent to resume or vacate the position.

B. Approvals. Recommendations of a candidate will be made by the College President or District Vice Chancellor or the Chancellor, whichever is applicable. Acting appointments require a recommendation from the Chancellor and approval of the Board.

Approved by the Chancellor: February 19, 2013

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