

3003.

ADMINISTRATIVE REGULATIONS
ON ACADEMIC ADMINISTRATIVE HIRING

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 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. Recruitment which is restricted to current employees of the District.
 - 3. 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 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 the academic administrative vacancy, the Superintendent-President shall direct the Administrative Dean, Human Resources, to convene and chair the Screening Committee which shall consist of:

- A. Administrative Dean, Human Resources, who shall serve as chair.
- 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. One faculty member, 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 CSEA President or a representative appointed by the CSEA President.
- I. One Confidential employee selected by the Confidential employees.
- J. One classified employee jointly appointed by CSEA and the Confidential employees.
- K. The Director, Staff Diversity/Staff Development or a representative, if the director is unable to serve, from the Affirmative Action Advisory Committee (nonvoting).
- L. One Manager/Supervisor selected by the Managers/Supervisors.
- M. The composition of the committee, in consultation with the President's Council, may be augmented to include additional representatives from areas directly relating to the administrative vacancy. The additional representatives shall be appointed by the constituent groups. In the case that faculty are augmented, the Academic Senate and CCA shall make joint appointments.

All members of the Screening Committee except the affirmative action representative(s) will have voting privileges, provided that they attend all interviews.

The District shall ensure that the composition of the Screening Committee is representative of all segments of the college community and shall include members of historically underrepresented groups whenever possible, in accordance with Title 5, Section 53024(f). The Administrative Dean, Human Resources, and the Director of Staff Diversity/Staff Development will review the composition of the

committee and may ask the constituent groups to jointly reconsider specific appointments to the committee in order to improve the diversity of the committee.

If, after the Screening Committee is convened, a committee member is unable to fulfill any part of the obligation relevant to the committee function, the committee chair shall notify the Superintendent-President and the presiding officer of the constituent organization which the committee member represented.

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

3003.6 The Administrative Dean, Human Resources, or his/her designee, shall:

- A. Receive and log all applicant materials.
- B. Forward only those application folders that meet the application requirements, unless the Screening Committee elects to review incomplete folders by extending the application deadline, and notifying the applicants to submit the required documents.
- C. Notify all applicants, in writing, whenever a selection process is either delayed or canceled.
- D. Arrange for all interviews.

3003.7 The Director, Staff Diversity/Staff Development 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 selection procedure and ensure that all aspects of Title 5, Section 53024, are adhered to as follows:
 1. All screening or selection techniques, including the procedure for developing interview questions, and the selection process as a whole shall be:
 - a. provided to the Chancellor's Office upon request;
 - b. designed to ensure that for faculty and administrative positions, consideration is given to the extent to which applicants have a sensitivity to and understanding of the diverse academic,

socioeconomic, cultural, disability, and ethnic backgrounds of community college students;

- c. based solely on job-related criteria, provided that, when a particular candidate who meets the minimum qualifications for the job is also a member of an historically underrepresented group, this membership may be taken into account as one factor in the final selection process where this would further achievement of the goals set forth in the district's faculty and staff diversity plan; and
 - d. designed and monitored to ensure that they do not have an adverse impact on members of historically underrepresented groups.
2. If monitoring pursuant to subsection (1)(d) reveals that any selection technique or procedure has adversely impacted any historically underrepresented group, the chief executive officer or his/her designee shall suspend the selection process and timely and effective steps shall be taken to remedy the problem before the selection process resumes. The affirmative action officer, or other official charged with responsibility for monitoring selection procedures, may assist the screening committee by discussing the overall composition of the applicant pool and the screening criteria or procedures which have produced an adverse impact, provided that confidential information about individual candidates is not disclosed. Where necessary, the position may be re-opened at any time and a new selection process initiated in a way designed to avoid adverse impact.
3. A district may not designate or set aside particular positions to be filled by members of any group defined in terms of race, ethnicity, gender, age, disability, or any other characteristic which would result in discriminatory treatment prohibited by state or federal law. Nor may a district apply goals set forth in the district's faculty and staff diversity plan in a rigid manner which has the purpose or effect of so discriminating.

NOTE: Authority cited: Sections 70901 and 87105, Education Code.
Reference: Sections 87100 et seq., Education Code.

- 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 Administrative Dean, Human Resources, and the Director, Staff Diversity/Staff Development, 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 Administrative Dean, Human Resources, and the Director, Staff Diversity/Staff Development prior to the commencement of the interviews. The Director, Staff Diversity/Staff Development, may recommend additional qualified candidates for interview as provided for in Title 5, Section 53023(b). The Screening Committee 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 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 and the President's Council shall determine the process for the final interview. The process, including all interview questions, will be approved by the Administrative Dean, Human Resources, and the Director, Staff Diversity/Staff Development. The process and questions used in reference checks of the finalists by all constituent groups will be reviewed by the Administrative Dean, Human Resources, and the Director, Staff Diversity/Staff Development.

Should the committee be unable to recommend at least three finalists to the Superintendent-President, the Administrative Dean, Human Resources, and the Director, Staff Diversity/Staff Development, may extend the filing deadline, revise and/or reissue the vacancy announcement, recommend that filling the position be postponed or recommend that additional candidates from the existing applicant pool be interviewed. This section must adhere to the requirements of Title 5, Sections 53024(4)(b) and 53024(g).

3003.11 After the conclusion of the final interview process, the Superintendent-President and Vice Presidents will meet with the screening committee prior to the Superintendent-President making a final recommendation to the Board of Trustees.

In the event the Superintendent-President decides not to recommend any of the final candidates to the Board of Trustees, he/she shall so inform the Screening Committee. In such case, the Screening Committee will reconvene to determine if

it will recommend additional applicants for interview or recommend recruitment for additional applicants.

3003.12 The Administrative Dean, Human Resources, shall conduct all necessary communication with the unsuccessful candidates.

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

3003.14 The successful candidate(s) shall be notified by the Administrative Dean, Human Resources, or his/her 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 Administrative Dean, Human Resources, of the Board's approval.