5.1.2 Employment of Administrative-Management Personnel
Vice-Presidents

1. All information related to the hiring of Administrative Management Personnel - Vice Presidents must remain confidential until released at a time determined by the Superintendent/President.

2. When a vice-president position opening occurs, the Superintendent/President will review the position requirements and develop a job description for the vacant position.

3. The job description will be distributed to the Academic Senate, Classified Senate, Management Association, and the Associated Students for input if interested. The Superintendent/President will prepare the job description and develop a job announcement for the vacant position.

4. The Superintendent/President will request the Academic Senate, the Classified Senate, the Management Association and the Associated Students to submit at least three names of individuals who would be willing to serve on a screening and/or interviewing committee.

5. In order to provide balance of experience, expertise and diversity, the Superintendent/President will appoint one representative from the names submitted by each constituent group to the Screening and/or Interviewing Committee. The Superintendent/President will appoint one additional manager and a chair of the committee. An Affirmative Action representative will be the only non-voting member.

6. The Screening Committee will complete paper screening and recommend candidates to be interviewed. The Interviewing Committee will conduct interviews and make a recommendation of no less than five individuals in unranked order to the Selection Committee. The Screening Committee and the Interviewing Committee may be the same committee or the Screening Committee may be a sub-committee of the Interviewing Committee.

7. The Board President will appoint one or two Board members to serve with the Superintendent/President and one other manager appointed by the Superintendent/President on the Selection Committee.

8. The Superintendent/President will conduct reference checks as appropriate and make site visits for the finalist(s) as determined by the Selection Committee.

9. The Selection Committee will make a recommendation to hire the most qualified individual to the Board of Trustees.

Last Staff Review: October, 1996