



AP 7120.2 Employment of Vice Presidents

References: Education Code Section 70901.2, 70901(b)(7), 87100 et seq.,
Title 5, Section 53000 et seq., 51023.5

Approved: June 2016
Last Revised: November 1, 2023
Last Reviewed:

Confidentiality

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

Job Description

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

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 consider the input and develop a job announcement for the vacant position.

Committee Membership

The Superintendent/President will request the Academic Senate, the Classified Senate, the Management Association and the Associated Students to each submit at least three names of individuals who would be willing to serve on a screening and/or interviewing committee. The Superintendent/President will appoint at least one representative from the names submitted by each constituent group to the Screening and/or Interviewing Committee. The Superintendent/President will appoint a Vice President to chair the committee(s). The Executive Director, Human Resources will be assigned as the Equal Employment Opportunity (EEO) representative and will be the only non-voting member. 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 at the discretion of the Superintendent/President.

Screening Process

The Superintendent/President and/or Committee Chair, with the Executive Director of Human Resources, will verify that all applicants meet the minimum qualifications as specified in the job announcement or as set by regulation for educational administrators. The Superintendent/President and/or Committee Chair, along with the Executive Director of Human Resources will pre-screen the applicant pool and narrow the field of applications to be forwarded to the screening committee.

Once the selected pool has been identified, the Screening Committee will complete the application screening and recommend applicants to be interviewed. Whenever possible, the Screening Committee will recommend at least ten (10) applicants to be interviewed in order to ensure the applicant pool is as diverse as practicable. Any recommendation of fewer than ten (10) applicants will require the approval of the Superintendent/President. The interview pool will be determined by the Superintendent/President, Committee Chair, and Executive Director, Human Resources.

Interviewing Committee

The Interviewing Committee will develop interview questions for the first round of interviews and submit them to the Superintendent/President and/or designee as well as the Executive Director of Human Resources for review and consideration. Questions may be revised if necessary, as determined by the Superintendent/President and/or designee as well as the Executive Director of Human Resources. The Interviewing Committee will conduct interviews and make a recommendation of at least five individuals in unranked order to the Selection Committee. Any recommendation of fewer than five individuals will require the approval of the Superintendent/President.

Selection Committee

The Selection Committee will consist of the Superintendent/President, the Interviewing Committee Chair, the remaining Vice Presidents, and the Executive Director of Human Resources. The Superintendent/President may also choose to include the President or another member of the Board of Trustees on the Selection Committee.

The Selection Committee will develop the second-level interview questions as well as the questions and presentation topic for a College forum. A College forum may be combined with second-level interviews at the discretion of the Superintendent/President. If a forum is utilized, all candidates participating in second level interviews will participate in a College forum. This forum is open to all District employees, who will be invited to provide potential forum questions and feedback on the candidates' performance.

The Superintendent/President may elect to conduct third-level interviews with finalists that may or may not include other individuals.

The Superintendent/President will conduct reference checks as appropriate and may make site visits as appropriate for the finalist(s) as recommended by the Selection Committee. The Superintendent/President will also consider input from the campus based on the College forum feedback as well as feedback from the first-level interviews.

Based on the results of interview feedback, College forum feedback, reference checks and site visits (as appropriate), the Superintendent/President will make a recommendation of the most qualified candidate to the Board of Trustees.