



Butte-Glenn Community College District

Guidelines for Employment of Superintendent/President

Approved: April 23, 2003

Last Revised: October 2021

Last Reviewed:

1. All information related to the hiring of the Superintendent/President must remain confidential until released at a time determined by the Board of Trustees.
2. When the Superintendent/President position is vacated, or notice is received of a pending resignation or retirement, the Board President will appoint no more than three board members to a subcommittee.
3. The Board subcommittee will seek proposals from a consultant to assist the Board in securing a new Superintendent/President. The Board subcommittee will recommend a consultant to the Board of Trustees for approval.
4. The Academic Senate, Classified Senate, Management Association, Associated Students, and a Foundation Board Member representative will be given the opportunity to provide input to the Board of Trustees on the job description as it is being developed.
5. The Board of Trustees will meet to discuss the job description as well as desired competencies in a Superintendent/President and review input provided by the constituency groups.
6. The Board subcommittee, the consultant, or HR will request the Academic Senate, Classified Senate, Management Association, Associated Students, and Foundation Board to submit at least three names of individuals who will be willing to serve on a screening/interviewing committee.
7. The Board subcommittee in consultation with the District Equal Employment Opportunity Officer, will make a recommendation to the Board of Trustees for appointment of at least one representative from the names submitted by each constituent group to the Screening/Interviewing Committee. These appointments will also include one additional manager, a minimum of one community representative, and the Diversity Officer. The District Equal Employment Opportunity Officer or designee will be a non-voting member. The Board subcommittee will become members of the committee and its Chair shall become the Chair of the Screening/Interviewing Committee.
8. The Screening/Interviewing Committee will complete application screenings, conduct interviews, and make recommendations of no fewer than three individuals in unranked order to the Board of Trustees.
9. The Board of Trustees as a whole will serve as the Selection Committee and conduct second interviews and site visits for the finalists, as it deems appropriate. The Board subcommittee chair, or designee, will conduct reference checks.
10. The Board of Trustees, upon the selection of a finalist, will contract with the successful finalist as provided by applicable laws and regulations.