5.1.3 Employment of Administrative-Management Personnel
Confidential, Supervisors & Administrators excepting Vice-Presidents and Superintendent/President

1. When a position opening occurs, the Superintendent/President or his/her designee will meet with the appropriate supervisor and the appropriate Vice President to review the position requirements and develop a job description for the vacant position.

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

3. 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.

4. 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. If the vacancy is for an instructional dean, the Academic Senate will appoint one additional faculty member. An Affirmative Action representative will be the only non-voting member.

5. The Screening Committee will complete paper screening and recommend candidates for interview. The Interviewing Committee will conduct interviews and make a recommendation of no less than five individuals in unranked order to the Superintendent/President or his/her designee. 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.

6. The Superintendent/President, or his/her designee, and the Supervisor of the position will serve as the Selection Committee. If the position reports to the Superintendent/President, he/she may appoint a second person to the Selection Committee.

7. The Superintendent/President or his/her designee(s) will conduct reference checks on the finalist(s) as appropriate.

8. The Superintendent/President will make a recommendation to the Board of Trustees for final approval and appointment.

Last Staff Review: October, 1996