AP 2431 Chancellor Selection

Reference:

Education Code Sections 70901.2(a) and 70902(b)(7);
Title 5 Sections 53203(f), 53024, 53200-53206, 51023.5, and 51023.7;
CCLC Trustee Handbook Chapters 24, 26, and 27;
NOCCCD Board Policies and Administrative Procedures: BP/AP 7120-4;
ACCJC Accreditation Standard 4.5;
WASC/ACS Category A, Standard A2 and A6

1.0 Application

1.1 Selecting a Chancellor is the most important decision that a Board of Trustees will make. A well-designed search process reflects positively on the Board of Trustees and the District. A good search process is developed and directed by the Board of Trustees, involves appropriate constituencies in the institution and community, and is based on district goals and priorities. A successful search results in the selection of a person that the Board of Trustees, District employees, students, and community can fully support.

1.2 This procedure is established by the Board of Trustees pursuant to the provisions of Board Policy 2431, Chancellor Selection, and shall apply to the selection of the Chancellor for the North Orange County Community College District. The process by which the Chancellor is selected is the prerogative of the Board of Trustees. The final authority for hiring the Chancellor rests with the Board of Trustees.

2.0 Development and Distribution of Job Announcement

2.1 Development of Job Announcement

2.1.1 The job announcement for the position shall be developed by the Vice Chancellor of Human Resources under the direction of the Board of Trustees with consideration of recommendations from the screening committee and shall include the following information:

2.1.1.1 The position;

2.1.1.2 The major duties of the position, which shall also include the following statement: “Sensitivity to and understanding of the disabilities and diverse academic, socioeconomic, cultural, and ethnic background of students;”

2.1.1.3 The qualifications for the position, which shall include the minimum qualifications for service as required by law and/or such other qualifications as established by the District;

2.1.1.4 The desirable qualifications for the position, which would clearly render the applicant better able to perform the job, but which are not required for satisfactory performance. Desirable qualifications must be bona fide occupational qualifications which are specific and directly reflective of the screening criteria to be utilized in the selection process.

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2.1.2 The Vice Chancellor of Human Resources shall review the job description for accuracy, clarity, and consistency with legal requirements and District policy, and shall prepare and publish a final job announcement, which shall include complete information regarding the application procedure and requirements.

2.2 Distribution of Job Announcement

2.2.1 In consultation with the Board of Trustees, the Vice Chancellor of Human Resources shall determine the closing date for the position such that the job announcement will be distributed at least six weeks prior to the closing date.

2.2.2 The District Office of Human Resources will advertise and distribute position announcements, as practicable and appropriate.

3.0 **Application Requirements**

3.1 Applications shall be submitted to the District Office of Human Resources.

3.2 A complete application packet must include the following:

3.2.1 Letter of application, which provides examples from background and experience to demonstrate how the candidate's knowledge and expertise apply to the position;

3.2.2 Current resume of education and professional experience;

3.2.3 Academic transcripts of graduate course work (unofficial transcripts may be submitted with application; candidates selected for employment will be required to provide official transcripts and verification of experience prior to the first day of service);

3.2.4 A job description of the applicant's most recent position;

3.2.5 Additional requirements as may be established by the Board of Trustees.

3.3 Required application materials must be submitted online. Applicants shall bear the sole responsibility for ensuring that application packets are complete when submitted. The District does not accept application materials by fax, e-mail, or in person.

4.0 **Screening Committee**

4.1 A screening committee shall have membership that is inclusive of representation from the District's constituent groups. The committee will participate in the screening and interviewing of candidates and will recommend finalists for the Board of Trustees' consideration.

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4.2 Screening Committee Composition: The screening committee shall include the following:

4.2.1 Representatives from District Constituency Groups

4.2.1.1 The screening committee shall include the following representatives from the District's constituent groups:

4.2.1.1.1 One (1) management representative from Cypress College appointed by the District Management Association;

4.2.1.1.2 One (1) management representative from Fullerton College appointed by the District Management Association;

4.2.1.1.3 One (1) management representative from North Orange Continuing Education appointed by the District Management Association;

4.2.1.1.4 One (1) management representative from the District appointed by the District Management Association;

4.2.1.1.5 One (1) faculty representative from Cypress College appointed by the Cypress College Academic Senate;

4.2.1.1.6 One (1) faculty representative from Fullerton College appointed by the Fullerton College Faculty Senate;

4.2.1.1.7 One (1) faculty representative from North Orange Continuing Education appointed by the North Orange Continuing Education Academic Senate;

4.2.1.1.8 One (1) faculty representative appointed by United Faculty;

4.2.1.1.9 One (1) faculty representative appointed by Adjunct Faculty United;

4.2.1.1.10 Four (4) classified employee representatives, one each from Cypress College, Fullerton College, North Orange Continuing Education, and the District Office appointed by CSEA;

4.2.1.1.11 The Vice Chancellor of Human Resources. If the Vice Chancellor of Human Resources is serving as the committee chair, a designee will be appointed by Chancellor's Staff;

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4.2.1.1.12 One (1) confidential employee representative appointed by the Confidential Employees Group.

4.2.2 Student Representatives: The screening committee shall include the following representatives from the District's student groups:

4.2.2.1 One (1) student representative appointed by the Cypress College Associated Students.

4.2.2.2 One (1) student representative appointed by the Fullerton College Associated Students.

4.2.2.3 One (1) student representative appointed by the appropriate North Orange Continuing Education student representative body.

4.2.3 Community Representatives: The screening committee may include two community representatives appointed by the Board of Trustees.

4.2.4 Equal Opportunity/Diversity Representative: The District Director of EEO and Compliance or the District Director of Human Resources shall serve as the non-voting equal opportunity/diversity representative.

4.2.5 Committee Chair: An executive officer of the District appointed by the Board of Trustees shall serve as the non-voting chair of the screening committee, except that where the Board of Trustees elects to retain a search consultant to administer the hiring process, the Board of Trustees may designate the consultant as the chair of the committee.

4.2.6 Constituent groups and the Board of Trustees are encouraged to consider diversity when making appointments to the committee.

4.3 Responsibilities of Screening Committee Members

4.3.1 Responsibilities of All Committee Members

4.3.1.1 Committee members shall participate in all aspects of the process, including, but not limited to, the following:

4.3.1.1.1 Training regarding the hiring procedure and equal opportunity employment objectives of the District;

4.3.1.1.2 Development of recommended desirable qualifications;

4.3.1.1.3 Development of rating criteria and interview questions;

4.3.1.1.4 Development of protocols for performance tests;

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4.3.1.1.5 Evaluation and rating of candidates;

4.3.1.1.6 Interviewing of candidates;

4.3.1.1.7 Recommendation of finalists.

4.3.1.2 Committee members shall maintain strict confidentiality throughout the entire hiring process and after the process is completed.

4.3.1.3 A committee member who fails to participate in applicant material evaluation and all interviews shall be removed from the committee.

4.3.2 Responsibilities of Committee Chair

4.3.2.1 The committee chair shall be responsible for the following:

4.3.2.1.1 Ensuring compliance with District policies and procedures in conjunction with the hiring process;

4.3.2.1.2 Convening and conducting committee meetings, according reasonable consideration to the schedules of committee members;

4.3.2.1.3 Coordinating candidate interviews;

4.3.2.1.4 Communicating with applicants, as required;

4.3.2.1.5 Maintaining committee records;

4.3.2.1.6 Performing other duties determined by the Board of Trustees.

4.3.2.2 The committee chair will be a nonvoting member of the committee and, except as to performance of the responsibilities described in section 4.3.2.1, will not participate in paper screening or deliberations regarding the selection of candidates.

4.3.3 Responsibilities of the Equal Opportunity/Diversity Representative

4.3.3.1 The Equal Opportunity/Diversity Representative shall ensure that no candidate is discriminated against on the basis of race, color, gender, sexual orientation, religion, national origin, age, disability, veteran, or marital status, and shall serve as the committee liaison to the Vice Chancellor of Human Resources with responsibility for reporting noncompliance.

4.3.3.2 Any allegation of noncompliance shall be investigated by the District Director of EEO and Compliance and reported to the Vice

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Chancellor of Human Resources, who shall take appropriate corrective action, if warranted.

4.3.3.3 The Equal Opportunity/Diversity Representative will be a nonvoting member of the committee and, except as to performance of the responsibilities described in section 4.3.3.1, will not participate in paper screening or deliberations regarding the selection of candidates.

4.4 Screening Committee Procedures

4.4.1 Committee decisions shall be made by a simple majority vote. No additions or replacements to the committee membership shall be made subsequent to the first scheduled candidate interview. If a replacement is made prior to the first scheduled candidate interview, the replacement committee member must participate in all aspects of the search process, except for 4.3.1.1.2, 4.3.1.1.3, and 4.3.1.1.4.

4.4.2 The screening committee shall develop the following for use in evaluating candidates against the advertised job announcement, which shall be reviewed by the District Director of Human Resources Operations and approved by the Vice Chancellor of Human Resources prior to consideration of applicant materials by the screening committee:

4.4.2.1 Paper screening criteria and interview questions;

4.4.2.2 Protocol for an administrative demonstration, writing sample, and/or other performance indicators appropriate for the position;

4.4.2.3 Parameters for conducting interviews and administration of performance tests.

4.4.3 Initial Screening of Applications

4.4.3.1 The District Office of Human Resources will examine each applicant's materials for completeness and evidence of compliance with the required qualifications as advertised in the job announcement. Incomplete applications will not be considered.

4.4.3.2 Complete applications will be independently assessed by each member of the selection committee, using the rating criteria developed by the committee.

4.4.3.3 Committee members shall avoid any discussion of ratings, rankings, or recommendations of candidates until independent evaluations of all candidates have been completed by each committee member.

4.4.3.4 The committee will then discuss the ratings and evaluate the

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merits of the candidates to determine if there is an adequate pool of professionally qualified candidates with which to continue the selection process.

4.4.3.4.1 If the pool is deemed adequate by the committee, the committee shall proceed with the selection of candidates for interview.

4.4.3.4.2 If the pool is not deemed adequate by the committee, the committee chair shall discuss the matter with the Board of Trustees who shall determine the action to be taken.

4.4.4 Selection of Candidates for Interview

4.4.4.1 After initial screening of the applicants, if the committee determines there is an adequate pool of professionally qualified candidates, the committee will determine the candidates it will interview.

4.4.4.2 The committee chair will establish an interview schedule in consultation with the committee and will notify the candidates to be interviewed.

4.4.4.3 The committee chair will provide each interview candidate a confirmation letter detailing the interview appointment and place, a map and parking permit, and other appropriate materials.

4.4.5 Interview and Performance Tests

4.4.5.1 The circumstances of each interview and performance test, if conducted, shall be as similar as is practicable.

4.4.5.2 Each committee member shall independently assess each candidate using the rating criteria developed by the committee.

4.4.5.3 Committee members shall avoid any discussion of ratings, rankings, or recommendations of the candidates until all interviews and performance tests have been completed and independent evaluations have been completed by each committee member.

4.4.6 Selection of Finalists

4.4.6.1 Following the interviews, the committee chair shall lead discussion, which shall focus on the strengths and weaknesses of the candidates, to determine the candidates to be recommended by the committee as finalists for consideration by the Board of Trustees.

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4.4.6.2 In the event there are fewer than three (3) candidates the committee recommends as finalists, the committee chair will meet with the Board to clarify the committee's reasons for the number of candidates recommended.

5.0 **Board of Trustees**

5.1 If the Board of Trustees is satisfied with the finalists recommended by the screening committee, the Board of Trustees will interview the finalists.

5.2 If the Board of Trustees is not satisfied with the pool of recommended finalists, it may meet with the committee to articulate its concerns and discuss the rationale for the recommendations that were advanced. If the Board of Trustees still feels the process has yielded insufficient choices, it may then ask the committee to forward additional candidates. If a majority of the committee agrees that there are no additional candidates it can recommend to the Board of Trustees, the committee may decline to do so and the committee chair will meet with the Board to clarify the committee's reasons for adhering to the initial list. The Board of Trustees may then decide whether to reconsider the initial candidates, extend the search process, or terminate the process and restart the search for a Chancellor.

5.3 The Chancellor's Staff group will interview the finalists and provide feedback to the Board of Trustees in a manner prescribed by the Board of Trustees.

5.4 Campus forums shall be conducted as part of the hiring process and in such manner as the Board of Trustees may determine to introduce candidates to the District's constituents and the community.

5.5 Site visits may be conducted as part of the hiring process at the discretion of the Board of Trustees. If site visits are conducted, the Board of Trustees shall determine the composition of the visiting team(s).

5.6 Reference checking of candidates may be conducted at the discretion of the Board of Trustees and in such manner as the Board of Trustees may determine.

5.7 The Board of Trustees shall make the final decision regarding the candidate to be offered the position and reserves the right to discontinue the process or extend the recruitment at any time, at its discretion.

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