

10306.5 Selection of Entrance-Level Substitutes.
Selection of certificated entrance-level substitutes shall be from the appropriate eligible list according to their availability to accept substitute employment. Candidates who are available for day-to-day substitute assignments and are approved by the Division of Human Resources shall be placed on the horizontal eligible list for day-to-day substitutes. Acceptance of a substitute, temporary, or limited assignment shall not affect the eligibility of any applicant for assignment to a probationary position. Applicants may be approved for the day-to-day substitutes list without being on the eligible list for a regular position.

Adopted 01-29-92

10307. SELECTION OF ACADEMIC ADMINISTRATORS. Each College and the Educational Services Center shall develop written procedures governing the selection of academic administrators. Selection of employees to fill academic administrative positions at a college or the Educational Services Center shall be made in accordance with those procedures once they have been reviewed by the Division of Human Resources and certified as meeting minimum requirements established by the Chancellor.

Adopted 11-24-70
Amended 07-24-02

10308. SELECTION OF COLLEGE PRESIDENT. Each College President shall be selected by procedures as indicated in this Rule. The Board of Trustees may modify these procedures for a particular presidential selection by Action of the Board.

Adopted 11-24-70
Amended 07-26-95
Amended 09-22-99
Amended 08-23-00
Amended 07-24-02
Amended 01-25-06
Amended 06-26-13

A. Initiating Action

1. In order to initiate a presidential selection, the Board of Trustees shall pass an action directing the Chancellor to begin the selection process pursuant to this Rule and pursuant to any modifications as approved by the Board, and indicating when the committee shall be formed and when the process is expected to be completed.
2. When so directed by Board Action, the Chancellor will promptly initiate, and supervise through its conclusion, a nationwide search for a President.
3. If an interim President was appointed, the person who served as the Interim President shall be eligible to apply for the regular appointment unless there was an announcement or other written means of notifying applicants for an interim opening that the interim appointee would be ineligible to apply for the regular position.

B. Recruitment

1. In consultation with the Board, and after having sought input from the Presidential Search Committee of the applicable college (“the College”), community representatives, and other parties he/she deems appropriate, the Chancellor will develop an announcement that, at a minimum, describes the position and the criteria to be used in selecting a successful candidate (including minimum qualifications as well as desirable skills, attributes and other personal and professional characteristics).
2. With the goal of creating a strong and diverse pool of candidates, the Chancellor will develop a recruitment and advertising plan, which may include the retention of a search consultant to assist with recruitment efforts and other appropriate aspects of the selection process. If the Chancellor proposes to retain a search consultant, he/she will recommend a consultant to the Board for its final approval.

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C. Committee

1. No later than the deadline indicated in the Board Action, the Chancellor will convene a Presidential Search Committee composed of the following voting members:
 - a. A college president recommended by the Chancellor and selected by the Board;
 - b. Four faculty members from the applicable College, two of whom are selected by the College Academic Senate and two of whom are selected by the AFT College Guild;
 - c. Two classified employees from the College, one of whom is selected by the AFT College Staff Guild and one of whom is selected by an election process by the non-AFT classified employees at the College;
 - d. One student from the College selected by the Associated Student Body Organization President;
 - e. Other representative(s) as may be required by collective bargaining agreement(s);
 - f. One academic administrator from the College selected by the exclusive representative of the Academic Administrators' Unit, and one unrepresented administrator selected by the Chancellor; and
 - g. Two community representatives recommended by the Chancellor and selected by the Board.
2. Unless the Board specifies otherwise, the College President appointed to the committee shall serve as its chairperson.
3. The Chancellor will provide appropriate staffing for the process, which shall include but not be limited to an affirmative action representative as a non-voting member of the committee.

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4. It is an essential responsibility of every member of the Presidential Search Committee to maintain strict confidentiality throughout the presidential selection process.
5. Configuration of the Presidential Search Committee may be reexamined in the event changes occur pursuant to subsection C(1)(e), above.

D. Committee Process

1. At the first meeting of the Presidential Search Committee (or as soon thereafter as feasible) the Board President and the Chancellor, or their designees, will meet with the Committee to give the Committee its charge and review their expectations about the search process and its goals.
2. The Presidential Search Committee will, as requested by the Chancellor, assist in efforts to recruit a strong and diverse pool of candidates, and will review the application materials of all eligible candidates who apply or are nominated for the position. The Chancellor may recommend the extension of the search process to the Board. From the candidate pool, the Committee will interview not less than six candidates who most closely meet the qualifications, desirable skills, attributes and other personal and professional characteristics described in the position announcement.
3. At the conclusion of all interviews, the Presidential Search Committee will recommend at least three unranked candidates as semifinalists to the Chancellor.

E. Semifinal Process

1. The Chancellor shall review the applications of the semifinalists to determine which semifinalists to interview.
2. The Chancellor may consider additional information from background and reference checks.

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3. After conducting interviews and other reviews as the Chancellor deems necessary, the Chancellor shall forward the name(s) of a finalist or finalists to the Board of Trustees for consideration.

F. Final Process

1. The Chancellor shall provide information from background and reference checks to the Board of Trustees.
2. If it is feasible, and if he/she determines that it would be worthwhile, the Chancellor may designate a small group composed of persons he/she deems to be appropriate, to visit the institutions at which the finalists currently work for the purpose of inquiring further into their background and experience.
3. The Chancellor shall advise the Board of the names of the candidates recommended by the Presidential Search Committee as semifinalists, as well as the semifinalists interviewed by the Chancellor, and shall make his or her recommendation regarding which candidate is best suited for the position.
4. In conjunction with the Chancellor, the Board will interview the finalist(s) forwarded by the Chancellor.
5. The Board may conduct further background checks or interviews as it deems appropriate. The Board may terminate the process at anytime. The Board may elect not to hire any candidate.

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