

	<b>LOS ANGELES COMMUNITY COLLEGES HUMAN RESOURCES GUIDE</b>	<b>HR R-110</b>
		<b>ACADEMIC ADMINISTRATOR, SELECTION</b>
<b>ISSUE DATE:</b> July 10, 2012	<b>SERVICE:</b> <input checked="" type="checkbox"/> ACADEMIC <input type="checkbox"/> CLASSIFIED <input type="checkbox"/> UNCLASSIFIED	
<b>REPLACES:</b> HR Guide dated February 14, 2012	<b>CHANGES:</b> Updates to: <ul style="list-style-type: none"> <li>• Sections III.D.3., duration of recruitment</li> <li>• Section III.F to include writing sample</li> <li>• Section H., Interim (Mini) Selection</li> </ul>	

## I. POLICY

It is the duty of each District location to establish internal written procedures governing the selection of academic administrators that ensure that candidates meet Academic Service minimum qualifications hiring requirements, that any offer of employment is made prior to a proposed candidate beginning the assignment, and that all assignments are processed according to District requirements and timelines, in accordance with LACCD Board Rule 10307. Selection of employees to fill academic administrative positions at a District College or the Educational Services Center (District Office) shall be made in accordance with those procedures once they have been reviewed by District Human Resources and certified as meeting minimum requirements established by the Chancellor.

The Board of Trustees designates the process for the selection of Chancellor, Deputy Chancellor, General Counsel, Associate and Assistant General Counsel(s) and College Presidents; therefore, this HR guide does not apply to the selection of those academic administrators. The Board of Trustees has delegated authority to the Chancellor or his/her designee for the selection of Vice Chancellors, Associate Vice Chancellors, and all other academic administrators.

## II. DEFINITIONS

- **Academic Service** employees, formerly known as certificated employees, are the individuals assigned to jobs having responsibility for the operation of, or formulating of policy for the instructional or student services program as specified under California Code of Regulations, Title 5, § 53402.
- An **Acting position** occurs when the president/vice chancellor appoints another employee to temporarily act in the higher level capacity during the absence of the president/vice chancellor from the college or district location.
- **Administrator** is any person employed by the governing board of a community college district in a supervisory or management position as defined in Article 5 (commencing with Section 3540) of Chapter 10.7 of Division 4 of Title 1 of the Government Code. (Education Code § 87002.a.)
- **Academic Administrator (“Educational Administrator”)** is an administrator who is employed in an academic position designated by the governing board of the district as having direct responsibility for supervising the operation of or formulating policy regarding the instructional or student services program of the college or district.
- **Applicant** is a person who has expressed an interest in employment with the District.
- **Candidate** is an applicant who has been identified as a result of a recruitment process as eligible to be appointed to a particular position.