

|   |  |  |
|---|--|--|
|  | <b>LOS ANGELES COMMUNITY COLLEGES<br/>HUMAN RESOURCES GUIDE</b>  | <b>HR R-110</b>                          |
|   |  | <b>ACADEMIC ADMINISTRATOR, SELECTION</b> |
| <b>ISSUE DATE:</b> January 13, 2015   | <b>SERVICE:</b> <input checked="" type="checkbox"/> ACADEMIC<br><input type="checkbox"/> CLASSIFIED<br><input type="checkbox"/> UNCLASSIFIED |  |
| <b>REPLACES:</b> HR Guide dated June 17, 2014                                     | <b>CHANGES:</b> Updates to: Section III.H. Authorization to fill interim Academic Administrator Position (In-House-Promotional)              |  |

## 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 (ESC) shall be made in accordance with those procedures once they have been reviewed by ESC Human Resources (ESC-HR) 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** is filled to temporarily act in a higher level capacity during the absence of the position incumbent. In the case of an absent administrator, the absent administrator retains the responsibility of his/her position but delegates authority to the “acting” person. The acting placement must be in-house or promotional only within the District.
- **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.
- A **Classified Administrator** is an administrator who is not employed as an educational administrator.
- **Employee** is a person assigned to a specific position for a certain period of time.
- An **Interim position** is filled to perform the duties of a vacant career position while recruitment is underway. The interim placement must be in-house or promotional only within the District. The interim person has both the authority and responsibility of the office. The interim appointment may not exceed one (1) year in duration without the approval of the Chancellor; and has a maximum term of two (2) years.
- **Minimum Qualifications** are the education and experiential requirements that a candidate must meet, as prescribed by the Board of Governors of the California Community Colleges, to serve as an academic administrator.
- **New Hire** is the procedure used to employ persons who have never worked at any location in the Los Angeles Community College District. Prospective new employees are those who have been offered and have accepted a position but have not completed employment processing.
- **Position** is a unique set of duties, responsibilities, tasks, and work schedule. Each position has several attributes such as department, job and cost center.
- **Recruitment** is the act of seeking prospective new employees.
- **Selection** is the process of choosing a candidate in preference to others to fill a particular position.

### III. REQUIREMENTS

- A. It is the responsibility of each College/Division to establish, follow, and monitor internal written procedures to ensure recruitment and selection procedures are in keeping with compliance reviews, recruitment activities and selection processes as defined in LACCD policies and procedures.
- B. **Authorization to Fill Regular Academic Administrator Position**
  1. The position must be authorized to be filled in accordance with location specific shared governance and/or management approvals in place within the District.
  2. **Procedure to Request Authorization to Fill Position:** LACCD Form 902, Notice of Intent to Fill Academic Position (NOI), must be completed by the location where the vacancy exists and submitted to ESC-HR, along with a copy of the proposed job announcement detailing the duties of the position. No selection process to fill an academic administrator position can begin until authorization to fill the position has been received from ESC-HR.

3. **Position Review:** ESC Human Resources will review the NOI and proposed job announcement/duty statement to ensure that the position has been properly classified. Upon completion of the review, ESC Human Resources will return the original NOI to the initiating location, indicating on the form whether or not the request to fill the position has been approved.

### C. Screening Committee

When ESC-HR provides the hiring location with authorization to fill the academic administrator position, the college president/vice chancellor shall appoint a Screening Committee composed of at least five members. If the president or vice chancellor will make the final selection, he or she will not be a member of the committee.

1. The Screening Committee shall conduct all phases of the selection, including but not limited to the evaluation of applications, the interview of selected candidates, and the recommendation of the three best qualified candidates for the vacancy to the college president/vice chancellor. The Screening Committee shall conduct interviews and make recommendations to the college president/vice chancellor in accordance with Section III.F of this policy guide.
  - The college president/vice chancellor or his/her designee is responsible for ensuring an appropriate process is followed and will appoint the committee chair.
  - A majority of the members of the committee shall be administrators.
  - The committee shall include at least one administrator from another District location.
  - The committee shall include at least two (2) faculty representatives. The Academic Senate and the Faculty Guild shall each name their respective representative to the committee.
  - The Staff Guild shall name one (1) representative to the committee.
  - Additional committee appointments may be made with approval of the college president/vice chancellor.
  - Once the composition of the committee is established, the balance among the number of administrators, faculty and classified representatives will remain constant.
  - The committee shall include a trained EEO representative, appointed by the president or vice chancellor, to ensure uniformity in the selection process and an equal opportunity to all applicants for employment. The EEO representative shall serve as a resource to the committee and is a non-voting member of the committee.
  - No member of the committee may be related to any of the applicants; if that is the case, that committee member must be excused from the committee.
  - Employees who wish to apply for the specific academic administrator position may not serve as members of the Screening Committee.

2. **Non-Discrimination:** The LACCD seeks to implement affirmatively, equal opportunity to all qualified employees and applicants for employment without regard to race, color, national origin, ancestry, religion, creed, sex, pregnancy, age, handicap, marital status, medical condition (cancer related), sexual orientation, or veteran status. Positive action will be taken to ensure that this policy is followed in all personnel practices, including recruitment, hiring, placement, upgrading, transfer, demotion, treatment during employment, rate of pay or other forms of compensation, selection for training, layoff, or termination (Board Rule 101301).

#### D. Recruitment of Candidates

Recruitment begins with the development and distribution and/or posting of employment opportunity announcements through the most cost effective marketing techniques appropriate for the job class.

1. **Announcement Components:** The Screening Committee should convene to develop a position announcement to be used for recruitment purposes. The announcement shall include:
  - The name of the specific academic position being announced
  - The hiring location
  - Dates of announcement issue and application deadline
  - Brief description of the position being filled
  - Entrance qualifications, including Minimum Qualifications and desirable qualifications
  - General duties of the position
  - Salary range and benefits information
  - Application procedures, including campus contact information
2. **Announcement Distribution:** The job announcement shall be entered in the appropriate application system by the initiating location and, once the job announcement has been approved by ESC Human Resources, the initiating location will forward the announcement to the State Registry ([registry@yosemite.cc.ca.us](mailto:registry@yosemite.cc.ca.us)) for posting on the California Community Colleges job opportunities website. The Human Resources Division or the college may also post the announcement in any other professional journal or outlet appropriate for the position
3. **Duration of Recruitment:** Announcements for regular academic administrative positions shall be posted for a minimum of six (6) weeks.

#### E. Application Evaluation

Applicants responding to recruitment efforts are screened for qualifications and capabilities through a review process applicable to the employee service, and applicants judged to meet specified minimum qualifications become candidates for a particular position.

1. Application materials (except the diversity survey form which must be removed prior to review by the Screening Committee) are provided to the Screening Committee members to provide information about the candidates to be interviewed. Additional information or clarification about candidates may be obtained directly from the candidates during the interview. No marks or notes are to be made on the application materials.
2. The Screening Committee is responsible for reviewing all applications received at the college for minimum qualifications. All Screening Committee members are required to sign Form C589 Screening Committee Application Review Agreement, and all selections must include Form C589.
3. **Requirements of Screening Process:** All applications for the specific academic administrator position shall be reviewed by all members of the Screening Committee prior to any interview. The committee chair is responsible for ensuring that all applicants invited to interview meet minimum qualifications. All applicants for Academic Service must meet the minimum qualifications for the academic field as specified in Minimum Qualifications published by the Board of Governors of the California Community Colleges, or the equivalent. No one may be hired to serve as a community college academic administrator unless the Board of Trustees determines that he or she possesses qualifications that are at least equivalent to the minimum qualifications published by the Board of Governors of the California Community Colleges. Applicable rules include the following:
  - Degrees and credits generally must be from a postsecondary institution accredited by the American Council of Education
  - Postsecondary foreign transcripts must be evaluated by any of the agencies approved by the California Commission of Teaching Credentialing.
  - An occupational certificate or license may be required to meet certain qualifications.

#### F. Interviews

1. The Screening Committee shall endeavor to interview a minimum of five (5) candidates for the academic administrator position. A fewer number of candidates, but no less than three (3), can be interviewed upon approval of the college president. The chairperson or designated administrator of the Screening Committee shall be responsible for contacting candidates invited for an interview and for making all necessary arrangements for scheduling and interviews. Application materials are provided to the Screening Committee members to provide information about the candidates to be interviewed. Additional information or clarification about candidates may be obtained directly from the candidates during the interview.
2. The interview shall be comprised in two parts: a writing exercise for the purpose of providing a writing sample and an oral interview with the Screening Committee.
3. All information obtained on candidates who are considered for employment **must be kept confidential**, and information about candidates may be used only by authorized Screening Committee members. Any written notations made about candidates or their qualifications are exclusively for use by the Screening Committee members.

4. Each Screening Committee member is to complete and sign an evaluation form for each candidate interviewed using Form C676 Screening Committee Interview Evaluation. All C676 forms shall be signed and kept in the selection file in ESC Human Resources. All supplemental notes made by Screening Committee members are to be destroyed when the interview process has been completed. All Screening Committee members are required to sign Form C306 Screening Committee Candidate Interview Agreement.
5. At the conclusion of candidate interviews, the Screening Committee shall recommend to the college president/vice chancellor, in alphabetical (not rank) order, up to three (3) candidates for the specific vacancy. The number of candidates recommended by the committee shall exceed three (3) at the direction of the college president/vice chancellor. The committee chairperson is responsible for completing Form C727 Administrative Interview Report.
6. At the conclusion of candidate interviews, reference checks may be performed for all candidates recommended to the college president. Reference checks shall be performed by the committee chair or the administrator in charge of the selection process.

#### G. Recommendation

1. The college president/vice chancellor shall select the candidate he/she believes is the best qualified for the assignment. The original application materials, official transcripts and verification of professional experience letters for all candidates recommended by the committee shall be submitted to ESC-HR along with the following documents:
  - Administrative Interview Report (Form C727); original form
  - Copy of approved and signed Notice of Intent to Fill Academic (Certificated) Position (LACCD Form 902)
  - Evidence of Effort form, signed by Screening Committee chair, EEO representative and college president/vice chancellor; original form; form EOEFn\_Adm.doc can be obtained from the Office of Diversity Programs.
  - Screening Committee Application Review Agreement (Form C589); original form
  - Screening Committee Candidate Interview Agreement (Form C306); original form
  - Screening Committee Interview Evaluation (Form C676), all forms for each candidate interviewed; original form
  - Copies of interview questions, writing sample questions
  - Writing samples of recommended candidates
2. ESC-HR shall review the selection packet materials for completeness and a determination of whether the recommended candidates meet specified minimum qualifications.
3. The Office of Diversity Programs shall review the selection package materials to ensure EEO principles have been followed.

4. Upon completion of the final qualification review/audit, ESC-HR shall notify the college president/vice chancellor that hiring has been authorized and an offer of employment can be made to the candidate. When the selected candidate accepts the offer of employment, the candidate is then hired. **No offer of employment is to be made to any candidate until ESC-HR and the Office of Diversity Programs have completed their review/audit of candidate qualifications.**

**H. Authorization to Fill Interim Academic Administrator Position (In-House/Promotional)**

1. The following procedures are to be used for selecting employees to fill certain administrative positions on an interim basis for academic administrator positions covered by this HR guide.
2. For appointments that are to be made as a result of in-house/promotional selection procedures in compliance with Title 5 Section 53021(b)(2) and enforcement of the District's nondiscrimination policy, the following steps are to be followed:
  - a. The college president/deputy or vice chancellor at the location where the vacancy exists shall request permission to fill the vacancy by completing LACCD Form 902, Notice of Intent to Fill Academic Position (NOI), and submitting the form to ESC-HR. ESC-HR shall review the NOI to ensure that the position has sufficient funding and FTE for the duration of the assignment. After review, ESC-HR shall return the original NOI to the initiating location, indicating on the form whether or not the request to fill the position has been approved. **No selection process to fill an academic administrator position can begin until authorization to fill the position has been received from ESC-HR.**

After receipt of the approved LACCD Form 902, the college shall prepare an announcement of the vacancy that provides the important details of the vacancy to be filled. The announcement shall be sent to District college presidents and vice chancellors for dissemination at their locations and shall be posted for at least ten (10) business days to provide employees the opportunity to respond to the location with the vacancy to indicate their interest in being considered for the assignment. The announcement **must state** the length of the interim appointment. In accordance with California Administrative Code Title 5, section 53021, when an academic administrator position is being filled on an interim basis it should be of a duration to provide the minimum time necessary to allow for a full and open recruitment. No interim academic administrator assignment or series of interim appointments are to exceed one year in duration without the approval of the Chancellor. Maximum term of appointment is two (2) years.

- b. A copy of the announcement shall be provided to ESC-HR and the Office of Diversity Programs. The announcement shall be posted on the District Job Opportunities website and application portal, the Registry website for the Office of the State Chancellor, and in relevant publications, as appropriate.
- c. **Eligible Candidates:** Interim placement must be in-house or promotional only within the District.
- d. **Duration of Recruitment:** Unless agreed to by ESC-HR, announcements for interim positions shall be posted for a minimum of ten (10) business days.

- e. **Screening of Applications:** The college president/deputy or vice chancellor, or his/her designated representative(s), shall determine written screening criteria, based upon the minimum and desired qualifications listed in the announcement, and shall review all applications in the pool of respondents and select candidates for interview.
- f. **Candidate Interviews:** Candidates are to be interviewed by a Screening Committee. The Screening Committee serves in an advisory capacity to the college president/vice chancellor. The Screening Committee composition shall be:
- The college president/vice chancellor or his/her designee is responsible for ensuring an appropriate process is followed.
  - The college president/vice chancellor or his/her designee will appoint an administrator as committee chair.
  - A majority of the members of the committee shall be administrators.
  - The Academic Senate and the Faculty Guild shall each name one (1) respective representative to the committee.
  - Once established, the balance between the number of administrators, faculty and classified representatives will remain constant.
  - The committee shall include a trained EEO representative, appointed by the president or vice chancellor, to ensure uniformity in the selection process and an equal opportunity to all applicants for employment. The EEO representative shall serve as a resource to the committee and is a non-voting member of the committee.
  - No member of the committee may be related to any of the applicants; if that is the case, that committee member must be excused from the committee.
  - Employees who wish to apply for the specific academic administrator position may not serve as members of the Screening Committee.
- g. **Candidate Selection:** The college president/ deputy or vice chancellor shall select the candidate for the specific assignment at that location. The required selection materials (as listed in Item G.) are to be submitted to ESC-HR, including hiring criteria, the Evidence of Effort form, the Interview Committee Report and candidate evaluation records.
- h. A job offer may be made by the college only after ESC-HR and the Office of Diversity Programs have completed their review/audit of candidate qualifications. **No offer of employment shall be made to any candidate until ESC-HR and the Office of Diversity Programs have completed their review/audit of candidate qualifications.**
3. Formal processing to the Board of Trustees of the assignment for the approved candidate will be as one of the numbered items on the Board Report for routine personnel actions.

I. **Authorization to Fill Acting Appointment**

1. Under extreme extenuating circumstances due to the sustained absence of the incumbent, the Chancellor, or his/her designee, can authorize a direct appointment. The direct appointment can be made by the College President if the duration of the appointment is no more than six (6) months. **If the duration of the appointment exceeds six (6) months, the approval of the Chancellor, or his/her designee, is required.** In the case of the direct appointment to fill an acting position, no in-house/promotional selection would be required, because the need to fill the position represents a temporary delegation of authority by the position incumbent, rather than a vacancy.
2. The college president/deputy or vice chancellor at the location where the need exists shall provide notification of the direct appointment by forwarding to ESC Human Resources the following documents:
  - a. LACCD Form 902, Notice of Intent to Fill Academic Position (NOI)
  - b. A justification of the need for direct appointment which should be attached to the NOI Form C902, and should include any additional duties added to a current position.

ESC Human Resources shall review the NOI to ensure that the position has sufficient funding and FTE for the duration of the assignment. If the duration of the appointment exceeds six (6) months, the approval of the Chancellor, or his/her designee, will be required. After review, and consideration by the Chancellor, or his/her designee, if appropriate, ESC-HR shall return the original NOI to the initiating location, indicating on the form whether or not the request to fill the position has been approved. **No direct appointment that exceeds six (6) months in duration can be created without the approval of the Chancellor, or his/her designee.**

#### IV. ADDITIONAL SOURCES

##### CALIFORNIA CODE OF REGULATIONS

[Title 5, Section 53021](#)

##### CALIFORNIA EDUCATION CODE

[Section 87002 Administrator; Educational Administrator; Classified Administrator](#)

[Section 87400 Employment for Academic Positions](#)

##### LACCD BOARD RULES

Chapter X, Human Resources

[Article III, Selection Policies, Section 10307 Selection of Academic Administrators](#)

[Article III, Selection Policies, Section 10308 Selection of College President](#)

##### LACCD HUMAN RESOURCE GUIDE

[HR R-000 Recruitment, Selection and Employment](#)

[HR R-100 Academic Minimum Qualifications](#)

[HR R-112 Selection Committee Participation for AFT Local 1521A](#)

##### LACCD COLLECTIVE BARGAINING AGREEMENTS

[AFT College Staff Guild, Local 1521A: Article 24, Committees/Shared Governance](#)

##### LACCD FORMS

###### ***Administrative***

[Screening Committee Candidate Interview Agreement \(LACCD Form C306-9\)](#)

[Academic Selection Checklist, Administrator \(LACCD Form C331\)](#)

[Screening Committee Application Review Agreement \(LACCD Form C589-7\)](#)

[Certificated Administrative Interview Procedures \(LACCD Form C598-8\)](#)

[Administrative Interview Report \(LACCD Form C727-5\)](#)

[Notice of Intent to Fill Academic Position \(LACCD Form 902\)](#)

[Evidence of Effort, Executive/Administrative/Managerial \(Office of Diversity Form EOEFm-ADM\)](#)

[Screening Committee Evaluation Form \(LACCD C676\)](#)