



Book	VCCCD Administrative Procedure Manual
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SELECTION PROCEDURES FOR COLLEGE PRESIDENTS

Notification of Vacancy/Recruitment Strategy

Upon formal notification of a presidential vacancy, the Chancellor will inform the Board of Trustees of the need to secure new college leadership. Vacancy notification shall be provided in the form of the Chancellor's acceptance of a presidential resignation, retirement, contract buyout, or the receipt of information regarding death, or departure for special circumstances.

The Chancellor will determine whether he/she wishes to contract for an external recruitment firm, to utilize the District's Human Resources Department (HR), or to utilize a combination of consultant and internal HR support services for the selection of a successor president. Should the Chancellor choose to contract for external search services exclusively, the Vice Chancellor of Human Resources, or his/her designee, shall serve as the Chancellor's liaison to the firm. The Vice Chancellor of Human Resources will ensure commitment to community and college participation in the search, as well as providing equal employment opportunity to qualified candidates.

In compliance with Title 5, section 53021, when an interim is needed to fill a position, the Chancellor may choose between the regular or an abbreviated version of the selection process, unless not possible or practicable, following consultation with the Vice Chancellor of Human Resources. The process will, at a minimum, include a districtwide internal e-mail announcement, opportunities for individuals to make themselves known, consideration of the individuals who apply, and stakeholder involvement in the selection.

Committee Composition and Appointments

Academic, classified, and student appointments are made by the Chancellor from the groups/individuals listed below. The Chancellor shall make appointments to ensure diversity of representation within the selection committee. The Director of Employment Services shall review the membership recommendations to ensure the diversity of representation within the Screening Committee and may modify the composition as necessary. The Chancellor appoints the screening committee chair from among the committee membership and the chair convenes the committee. The screening committee shall consist of the following:

Committee Composition	Number	Selected from Among the Recommendations of the Following:
Faculty (from the college with the vacancy)	2	Academic Senate President
Classified Representatives (from	2	Classified Senate President

the college with the vacancy)		
Student (from the college with the vacancy; non-voting, advisory only)	1	Associated Student Government President
Additional appointments will be selected from among the recommendations of the following:		
Community Members	1	Chancellor
College Management (from the college with the vacancy)	2	Chancellor
Current Community College President (from one of the other two colleges)	1	Chancellor's Cabinet
District Administrative Center Manager	1	Chancellor's Cabinet
Screening Committee Facilitator (non-voting)	---	Human Resources Department
TOTAL	10	

Timelines for Screening/Selection Process

The Vice Chancellor of Human Resources or designee approves timelines for the organizational meeting, application screening, application tally, oral interviews, and oral interview tally.

Timeline approval may be completed after the committee has set the calendar for the screening process. Any changes in the approved composition and/or timelines must be submitted to the Chancellor for approval.

Announcement/Advertising

The Vice Chancellor of Human Resources or designee prepares the vacancy announcement, including a description of duties and responsibilities, qualifications, and application procedures. The closing date for the announcement will provide sufficient time to recruit a diverse pool of qualified applicants. Recruitment information is available on the website and application to the college, and placement of the announcement is the responsibility of the Vice Chancellor, Human Resources, or designee. If the Chancellor selects a recruitment firm to assist in any aspect of the recruitment and selection process, these responsibilities may be reallocated to the firm.

At a minimum, vacancy announcements will be distributed to the community colleges in California. Advertisements will be placed, at