



Book VCCCD Administrative Procedure Manual
 Section Chapter 7 Human Resources
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SELECTION PROCEDURES FOR ACADEMIC MANAGERS

The following process shall be followed for all academic management positions.

In compliance with Title 5, section 53021, when an interim is needed to fill a position, the President 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.

NOTIFICATION OF VACANCY/RECRUITMENT STRATEGY

Upon formal notification of an academic manager vacancy, the hiring manager informs the Director of Employment Services of his/her plans to fill the position. Vacancy notification occurs upon the Chancellor's acceptance of the manager's resignation, retirement, contract non-renewal, or the receipt of information regarding death or departure for special circumstances. During the two weeks following the formal notification date, the responsible manager reviews the existing job description with the Director of Employment Services and makes any necessary changes. In the event substantial changes need to be made or there is a restructuring of the college's functions, the new or revised job description must be presented to Chancellor's Cabinet for approval. Unless substantial changes are made to the job description, the Director of Employment Services begins the recruitment process two weeks following the formal notification date.

I. COMMITTEE COMPOSITION

Academic, classified, and student appointments to the Screening Committee are made by the Chancellor or designee from recommendations from the groups/individuals listed below. The recommended persons forward two (2) names for each seat on the committee to the Director of Employment Services for consideration. When subject matter expertise is necessary, committee members may be commissioned from outside the District.

ACADEMIC COLLEGE-BASED MANAGEMENT POSITIONS	
Committee Composition	Recommendations From:
College Management/Supervisors - 5 (4 from the college in which vacancy occurs and 1 from one of the other two colleges)	College President(s)
Faculty - 3 (from the college with the vacancy)	College President (following consultation with the Academic Senate)

Student (non-voting, advisory only) - 1	President) College President (following consultation with the Associated Student Government)
Classified Employee Representative (from the college with the vacancy) - 1	College President (following consultation with the Classified Senate President)
Screening Committee Facilitator (non-voting) ---	Director of Employment Services
Total 10	

II. MANAGEMENT SCREENING COMMITTEE GUIDELINES

A. COMMITTEE APPOINTMENTS

The Director of Employment Services shall review the membership recommendations to ensure the diversity of representation within the Screening Committee and may modify composition as necessary. The Director of Employment Services appoints the chair from among the committee membership, and the chair convenes the committee.

B. TIMELINES FOR SCREENING/SELECTION PROCESS

Timelines for the Organizational Meeting (where applicable), Application Screening, Application Tally, Oral Interviews, and Oral Interview Tally will be approved by the Director of Employment Services. Timeline approval may be completed after the committee has set the calendar for the screening process.

C. ANNOUNCEMENT/ADVERTISING

The Director of Employment Services or designee prepares the vacancy announcement including a description of duties and responsibilities, qualifications, and application procedures. The closing date for the announcement will ensure sufficient time to recruit a diverse pool of well-qualified applicants. The Director of Employment Services or designee is responsible for the recruitment, identification of advertising sources and applicant targets, ad placement, and web posting. If the District selects a recruitment firm to assist in the application process, the responsibility may be allocated to the firm.

Vacancy announcements, at a minimum, will be distributed to the community colleges in California. Advertisements will be placed, at a minimum, in The Chronicle of Higher Education, Association of California Community College Administrators (ACCCA), the Registry-California Community College State Chancellor's Office, HigherEdJobs.com, and VCCCD.edu.

