



I. General Provisions.

- A. It is the policy of the District to employ administrators who meet the State's minimum qualifications; who are skilled managers, committed to effective participation in shared governance; and who can foster institutional effectiveness. Selection of administrators shall be based solely on job-related factors relevant to a candidate's qualifications and capabilities.
- B. With respect to administrators who will be assigned to the Center, no formal offer of employment shall be extended to any candidate until the CEO/Provost, acting in his or her capacity as the Center's Provost under delegated authority from El Camino's Superintendent-President, has confirmed in writing that El Camino will accept the administrator's assignment to the Center. If the Provost's authority to confirm El Camino's acceptance is revoked for any reason, no formal offer of employment shall be extended to any candidate until El Camino's Superintendent-President, or his or her designee, has confirmed in writing that El Camino will accept the administrator's assignment to the Center.
- C. Everyone involved in a hiring procedure, but especially search committee chairpersons, should address the manner in which candidates will be kept informed of the progress of the search and the status of their candidacy throughout the selection process. The goal is to ensure that communication with candidates occurs in a timely and professional manner, and that all candidates are treated with respect, appropriate consideration, and an understanding that the process is not one sided. Just as candidates are being evaluated as potential employees, they are evaluating what it would be like to work for the District.

II. Beginning the Search Process

- A. For each administrative position to be filled, the CEO/Provost, in consultation with the President of the Compton Senate, shall establish a search committee consisting of at least:
 - 1. One administrator appointed by the CEO/Provost, who will serve as chair of the committee;
 - 2. One faculty member (three in the case of an academic administrative position with supervisory responsibility for faculty) designated by the CEO/Provost and confirmed by the Compton Senate in consultation with the Federation;
 - 3. One classified employee; and
 - 4. One Equal Employment Opportunity Representative designated by the CEO/Provost, who shall be a non-voting member of the committee.



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The CEO/Provost may appoint others to the search committee if he or she deems it to be appropriate, including, but not limited to, representatives of another academic institution, or members of a relevant advisory committee or employer group; provided, however, that in the case of academic administrative positions, if the CEO/Provost appoints additional members to the committee, he or she shall also designate additional faculty members (subject to confirmation by the Compton Senate in consultation with the Federation) so that faculty continue to make up at least half of the voting membership of the committee.

- B. The role of the chairperson shall be to convene meetings of the committee, prepare meeting agendas, preside at committee meetings, and assemble a search (which shall be kept in the Human Resources Office) consisting of all of the documents and other materials that are relevant to the recruitment effort and that need to be preserved as a part of the process. The chairperson is also responsible for coordinating the committee's work and ensuring its completeness, as well as overseeing the committee's compliance with this hiring procedure and associated rules and regulations.
- C. The chairperson and the Equal Employment Opportunity Representative shall insure that each member of the committee receives appropriate training about the hiring process and his or her obligations as a committee member. Topics covered by the training shall include:
 - 1. Discussion of District's commitment to equal opportunity, diversity, and student success
 - 2. The search and selection process
 - 3. The role of the search committee and the responsibilities of its members
 - 4. Development of screening criteria
 - 5. Writing effective interview questions
 - 6. The role of the Equal Employment Opportunity Representative
 - 7. Reference checking
 - 8. Confidentiality
- D. It is the obligation of the Search Committee to evaluate each candidate fully, impartially, and only in terms of the qualifications applicable to the position and made known as such to the candidates. Each committee member must disclose to the committee any facts that might reasonably render the committee member incapable of forming an unbiased opinion with respect to the candidates in question. Such disclosure may result in disqualification from participation on the committee. Reasons for disqualification would include, but are not limited to, any association with a candidate regarding financial or real property interests, blood or marital relationship, or any other circumstances that may render a committee member incapable of making an unbiased recommendation. In situations of self-disclosure, the committee chairperson has the responsibility of taking appropriate action following consultation with an appropriate human resources professional. In the event an apparent conflict of interest is discovered through means other than self-disclosure, appropriate actions may include, but are not limited to, reopening the position, exclusion of ratings of the relevant committee member, or censure for unprofessional conduct.



- E. Each member of the search committee has a responsibility to protect the integrity and confidentiality of the process. Breaching the confidentiality of the process is a serious offense that risks harming candidates, the reputation of the faculty as a whole, and the institution. Under some circumstances, the individual who divulges confidential information could also be held personally liable for damages.

III. Recruiting for the Position

- A. **Job Announcement Requirements:** Based on a job description prepared by the CEO/Provost or his or her designee in consultation with the District's Office of Human Resources, the search committee shall prepare a job announcement which, after being approved by the CEO/Provost, will be used in announcing the position. The job announcement shall describe at a minimum:
1. the duties and responsibilities the successful candidate will be expected to assume once he or she is employed;
 2. the minimum qualifications for the position, which shall not extend beyond those established by the Board of Governors of the California Community Colleges;
 3. the knowledge, skill and ability a successful candidate should possess; and
 4. other desirable characteristics the search committee seeks to find in candidates including, but not limited to:
 - the ability to communicate and work effectively with people of diverse cultural and linguistic backgrounds; and
 - sensitivity to individuals who come from diverse academic, socioeconomic, national and ethnic backgrounds, including those who have disabilities.
- B. **Job Announcement Distribution Requirements:** At a minimum, information about the opening, and the job announcement itself, shall be:
1. posted on the District's web site and, if possible, those of the Center and El Camino;
 2. listed on the California Community Colleges Registry (www.cccregistry.org) for posting statewide;
 3. distributed to relevant educational institutions, professional organizations, placement centers, and similar groups;
 4. advertised in relevant publications;
 5. made available to faculty and staff; and



6. disseminated in coordination with El Camino faculty recruitment efforts, if possible.

C. **Job Announcement Timeline:** The time between the initial distribution of the announcement and the date on which the committee begins to review applications (the initial application submission date) shall be at least sixty days unless, for specified reasons the CEO/Provost prescribes a shorter period. However, the announcement shall note that the committee may continue to accept applications after the initial application submission date and that the position will remain open until filled.

D. **Job Announcement Review Requirements:** The District's Office of Human Resources shall review the job announcement for clarity, appropriateness of the qualifications and desirable characteristics listed, and overall compliance with this hiring procedure and applicable Equal Employment Opportunity guidelines. Once approved by the CEO/Provost, the final position announcement shall be published by the District.

IV. *Reviewing Applications and Identifying Candidates to Interview*

A. **Applicant Responsibilities:** To be considered as a candidate, all applicants must submit the following to the District's Office of Human Resources:

1. A cover letter summarizing the candidate's qualifications for the position;
2. A completed application for employment on a form specified by the District;
3. The names, addresses, and telephone numbers (or other appropriate contact information) of at least three references; and
4. Any other relevant information (for example a writing sample or unofficial transcripts) specified in the job announcement.

B. **Human Resources** shall review each application for completeness and conduct a preliminary review of each applicant's possession of the applicable minimum qualifications. As soon as possible after the initial application submission date, Human Resources will notify the chairperson of the search committee that the applications are available for the committee to review and inform the chairperson if any of the applicants fail to meet minimum qualifications or do not unambiguously meet minimum qualifications. If a candidate does not unambiguously meet minimum qualifications, the chairperson shall determine if Human Resources should seek more information from the candidate regarding his or her qualifications or if the candidate should be excluded from further consideration.

C. The **search committee** shall define the criteria it will use to review application materials and select candidates to be interviewed, however, each criterion must be based on the content of the job announcement. Candidates invited to an interview shall be those who, as determined



by the search committee, best meet the qualifications for the position; possess the highest degree of knowledge, skill and ability relevant to the position; and most closely match the desirable characteristics specified in the announcement for the position. Meeting the State's minimum qualifications will not guarantee an interview.

V. Conducting the Interview

- A. Before any interviews are commenced, the search committee shall prepare interview questions (including an appropriate follow-up procedure). The committee may also develop other relevant skills or performance demonstrations (for example a writing exercise) to ensure a thorough assessment of the candidate's qualifications.
- B. The search committee shall give candidates at least one week's notice of the date for an interview and, if relevant, the nature of any skills demonstration or other evaluation exercise the committee will require.
- C. The search committee shall conduct the interviews using a rating system developed by the committee to evaluate candidate's responses. Individual committee members must be present at every interview to participate in the overall evaluation of candidates.
- D. The Equal Employment Opportunity Representative will monitor the search committee's adherence to equal employment opportunity guidelines and requirements regarding appropriate questions and the evaluation of candidate responses.

VI. Selecting Finalists

- A. Ordinarily, the search committee should select at least three candidates for each position as finalists and forward their names to the CEO/Provost. If the committee selects fewer than three candidates as finalists, the committee shall explain its reasons for doing so and the CEO/Provost shall review the applications of all of the candidates the committee interviewed. After reviewing the committee's explanation and the relevant applications, the CEO/Provost may either:
 - 1. refer the matter back to the committee with comments and a request for further review and reconsideration of its recommendation, or
 - 2. accept the candidates forwarded by the committee as the only finalists, or
 - 3. halt the selection process and, if he or she determines it is warranted, reopen the position.

In no event shall the committee select more than five candidates for each position as finalists.



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- B. The District's Office of Human Resources (with the assistance of the committee chair and other committee members, if appropriate) shall inquire into the background, qualifications and experience of each finalist by speaking with his or her references and others who are likely to have relevant information about the candidate's suitability for employment as an administrator.
- C. Following the reference checks, each of the finalists shall be interviewed by the CEO/Provost and, if he or she determines it is appropriate, any other administrator he or she designates. The CEO/Provost may also invite the chairperson of the search committee or, in the alternative, all of the committee members to sit in on the final interview, but if any of them accept such an invitation they must attend all of the final interviews.
- D. The CEO/Provost may also develop relevant skills or performance demonstrations that each finalist will be asked to complete
- E. The CEO/Provost shall select the finalist to be recommended to the Board for appointment to the position.

VII. Finalizing the Selection: At the conclusion of the process, the chairperson of the search committee shall collect the following documents and submit them to the Office of Human Resources in the order listed to formally conclude the search:

- A copy of the job announcement
- A roster listing the names and contact information of search committee members
- A copy of relevant applicant pool statistics
- The completed rating forms (or other screening instrument) each committee member used during the review of applications to determine which candidates to invite for an interview
- A copy of the interview questions, skills demonstration or other assessment materials used during the interviews
- Any documents or other materials that were produced or created by candidates or committee members in connection with any skills demonstration or other assessment activity
- A copy of all correspondence sent to candidates
- The original application materials submitted by each candidate in alphabetical order.

VIII. Educational Administrator Retreat Rights

- A. This procedure applies to "educational administrators" as defined by Education Code section 87002, that is administrators who are 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.
- B. Every educational administrator who has previously acquired tenured status as a faculty member retains that status. Every educational administrator who has not previously



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acquired tenured status as a faculty member in the district shall have the right to become a first year probationary faculty member once his or her administrative assignment expires or is terminated if all of the following apply:

1. The administrator has completed at least two years of satisfactory service, including any time previously served as a faculty member, in the district;
 2. The termination of the administrative assignment is for any reason other than dismissal for cause; and
 3. There is a discipline to which the administrator can legitimately be assigned, as determined pursuant to this procedure.
- C. The discipline or disciplines to which an administrator can be assigned will be determined following a assessment of the administrator's qualifications for service as a faculty member. The assessment should occur at the time of the administrator's initial hiring, but in no event later than one week following the expiration or termination of his or her administrative assignment.
- D. The assessment of each administrator's qualifications for service as a faculty member shall be conducted by the District's Office of Human Resources which shall prepare a report that identifies the discipline or disciplines, if any, in which the administrator meets the minimum qualifications established by the Board of Governors of the California Community Colleges and summarizes the administrator's relevant professional experience (i.e. experience as a teacher, counselor, librarian, etc.).
- E. The report prepared by Human Resources shall be reviewed by the CEO/Provost and the President of the Compton Senate (or their designees).
1. If the parties agree that the report is complete and accurate, the CEO/Provost shall approve the report and it shall become final. Based solely on the final report, the CEO/Provost shall determine the discipline or disciplines, if any, in which the administrator meets the minimum qualifications to serve as a faculty member and will be granted retreat rights.
 2. If the parties do not agree that the report is complete and accurate, the CEO/Provost shall return the report to Human Resources with comments and a request for further action.
 3. If, after receiving a revised report prepared by Human Resources, the CEO/Provost determines that the report is complete and accurate but the President of the Compton Senate disagrees, the Senate President shall explain the reasons for his or her disagreement in writing and the matter shall be submitted to the Board. Relying primarily on the advice and judgment of the Senate, the Board shall determine the



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discipline or disciplines, if any, in which the administrator meets the minimum qualifications to serve as a faculty member and will be granted retreat rights.

- F. An administrator can be assigned only to a discipline in which he or she meets the minimum qualifications to serve as a faculty member. To the extent practicable, an administrator should be assigned to a discipline in which he or she has experience, in which he or she has expressed an interest or preference, and in which an expansion of programs is intended or likely.
- G. Upon becoming a faculty member under this procedure, every educational administrator shall be placed on the faculty salary schedule in the manner prescribed by the collective bargaining agreement between the district and the exclusive representative of the faculty. Those administrators who previously acquired tenured status as a faculty member shall be classified as tenured, and those who did not previously acquire tenured status as a faculty member shall be classified as first-year probationary faculty members.

Reference:

Board of Trustees Policy: BP 7120 Recruitment and Selection