

**HIRING OF CONTRACT ADMINISTRATORS**

**Hiring Process for Contract Administrators**

The hiring of contract administrators is one of the most important functions of an educational institution. The process shall be pursued with clearly defined procedures that ensure the selection of successful, capable, and effective contract administrators who contribute to the institution as a whole and fulfill the responsibilities included in the job description.

The hiring process must facilitate the selection of contract administrators who possess the following characteristics:

1. demonstrated leadership qualities and expertise in their area of responsibility;
2. demonstrated commitment to shared governance;
3. sensitivity to diversity within the District; and
4. preparation by training and temperament to respond effectively to educational needs of the populations served by the District.

The hiring process will reflect staff participation and input. Recognizing that the responsibility for selecting well-qualified contract administrators is shared cooperatively, the administration, faculty and staff will participate effectively and appropriately in the hiring process.

**Screening and Interview Committee**

1. The Screening and Interview Committee for the position of Chancellor shall be comprised of the following:
  - 1 representative selected by Management Council
  - 1 representative selected by United Faculty
  - 3 representatives selected by the respective Academic Senates
  - 1 representative selected by Local One
  - 2 representatives selected by the Classified Senate Coordinating Council
  - 1 representative selected by the Confidential Employees Group
  - 1 representative selected by the Associated Student Body Presidents
  - 8 appointments by the Governing Board to include one Vice Chancellor, two College Presidents, and five community representatives
  - 1 non-voting representative selected by the Equal Employment Opportunity District Advisory Committee (EEODAC)

The Chair of the Screening and Interview Committee for the Chancellor shall be appointed by the Governing Board.

2. The Screening and Interview Committee for the position of President shall be comprised of the following members from the college undergoing the search:
  - 2 representatives selected by Management group at that college
  - 1 representative selected by United Faculty at that college
  - 3 representatives selected by the Academic Senate at that college
  - 1 representative selected by Local One at that college

(over)

- 2 representatives selected by the Classified Senate at that college
- 1 representative selected by the Associated Student Body President
- 2 community representatives selected by the Governing Board
- 2 management representatives, including a sister college president appointed by the Chancellor
- 1 representative selected by the College Equal Employment Opportunity Advisory Committee  
(non-voting unless one of the appointees above is appointed)

The Chair of the Screening and Interview Committee for President shall be elected by the committee.

3. The Screening and Interview Committee for the position of Contract Administrators Other Than Chancellor/President shall be comprised of the following:

- 1 representative selected by Management Council
- 1 representative selected by United Faculty
- 3 representatives selected by the respective Academic Senates
- 1 representative selected by Local One
- 2 representatives selected by the Classified Senate Coordinating Council
- 1 representative selected by the Confidential Employees Group
- 1 representative selected by the Associated Student Body Presidents
- 1 community representative selected by the Governing Board
- 5 appointments by the Chancellor to include one Vice Chancellor, four management representatives one from the District Office and one from each college
- 1 representative selected by the Equal Employment Opportunity District Advisory Committee (non-voting unless one of the appointees above is appointed);

The Chair of the Screening and Interview Committee for Contract Administrators Other Than Chancellor/President shall be elected by the committee.