

## **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. demonstrated understanding of the importance of and commitment to diversity; 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, staff, and students will participate effectively and appropriately in the hiring process.

### **Screening and Interview Committee**

Screening and interview committees should represent substantial diversity. To ensure overall diversity, one or more constituent groups may be required to propose additional committee members from those originally proposed through an iterative process.

1. The Screening and Interview Committee for the position of Chancellor shall be comprised of the following:
  - 1 representative proposed by Management Council
  - 1 representative proposed by United Faculty
  - 3 representatives proposed by the Faculty Senate Coordinating Council
  - 1 representative proposed by Local One
  - 2 representatives proposed by the Classified Senate Coordinating Council
  - 1 representative proposed by the Confidential Employees Group
  - 1 representative proposed by the Associated Student Body Presidents and one alternate
  - 8 appointments by the Governing Board to include two Contract Administrators, one Governing Board Member, selected by a vote of the Board and up to five community representatives, one appointed by each Governing Board member
  - 1 non-voting representative proposed by the District Equal Employment Opportunity Advisory Committee (DEEOAC)

The Governing Board or designee shall give final approval of the Screening and Interview committee composition. The Chair of the Screening and Interview Committee shall be appointed by Governing Board vote.

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

The Chancellor or designee shall give final approval for the Screening and Interview committee composition. The Chair of the Screening and Interview Committee shall be selected by the the committee using a process of nomination, statements, and a vote by the committee members.

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

- 1 representative proposed by Management Council
- 1 representative proposed by United Faculty
- 3 representatives proposed by the Faculty Senate Coordinating Council
- 1 representative proposed by Local One
- 2 representatives proposed by the Classified Senate Coordinating Council
- 1 representative proposed by the Confidential Employees Group
- 1 representative proposed by the Associated Student Body Presidents and one alternate
- 1 community representative proposed 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 proposed by the District Equal Employment Opportunity Advisory Committee (DEEOAC) (non-voting unless one of the appointees above is appointed)

The Chancellor or designee shall give final approval for the Screening and Interview committee composition. The Chair of the Screening and Interview Committee shall be selected by the Committee using a process of nomination, statements, and a vote by the committee members.