

AP 3420.1 Administrative (Management) Employment

The procedure for the appointment of administrative personnel other than the President/Superintendent shall be as follows:

1. Requests for administrative management positions shall be processed through the Office of the President/Superintendent and approved by the Board of Trustees.
2. The President/Superintendent or designee shall announce vacancies for new positions to be filled and invite the submission of written applications.
3. Interim appointments shall be made by the President/Superintendent in the event that a manager resigns or is unable to fulfill position duties. Salary may be granted to the substitute manager as determined by the President/Superintendent and approved by the Board of Trustees.
4. The President/Superintendent or designee shall develop selection criteria to guide the remainder of the selection procedure.
5. Selection Committees
 - a. Selection Committee for Vice Presidents and Deans
The selection committee shall consist of the President/Superintendent or designee; the Vice Presidents; the Director of Human Resources; the President of the Academic Senate or designee; the President of the Exclusive Representative of the faculty bargaining unit (CCFT) or designee; the President of the Exclusive Representative of the classified bargaining unit (CCCUE) or designee; the President of the Management Senate or designee; the President of the ASCC or designee; and two faculty members (one of whom will be a division chair) to be appointed jointly by the Academic Senate President and the President/ Superintendent; and others, as needed, appointed by the President/Superintendent.
 - b. Selection Committee for Academic Directors Supervising Academic Personnel
The selection committee shall consist of the President/Superintendent or designee; a Vice President; the Dean of the Cluster (if applicable); the Director of Human Resources; four faculty from the division, one of whom will be part-time unless no part-time faculty member is able to serve, as approved by the President/Superintendent in consultation with the Academic Senate President; the President of the Exclusive Representative of the faculty bargaining unit (CCFT) or designee; one student; the President of the Exclusive Representative of the classified bargaining unit (CCCUE) or

designee; the President of the Management Senate or designee; and others, as needed, appointed by the President/ Superintendent.

c. Selection Committee for Academic Directors Not Supervising Academic Personnel

The selection committee shall consist of the President/Superintendent or designee; a Vice President; the Dean of the Cluster (if applicable); the Director of Human Resources; two faculty, one of whom may be part-time as approved by the President/Superintendent in consultation with the Academic Senate President; the President of the Exclusive Representative of the faculty bargaining unit (CCFT) or designee; one student; and the President of the Exclusive Representative of the classified bargaining unit (CCCUE) or designee; the President of the Management Senate or designee; and others, as needed, appointed by the President/Superintendent.

d. Selection Committee for Classified Directors

The selection committee shall consist of the President/Superintendent or designee, the Vice President of the area or designee, the Director of Human Resources, the President of the Exclusive Representative of the classified bargaining unit (CCCUE) or designee, the President of the Management Senate or designee, the President of the Exclusive Representative of the faculty bargaining unit (CCFT) or designee, one student, and others, as needed, appointed by the President/Superintendent.

6. Interviews of finalists shall be conducted by the selection committee, under the direction of the President/Superintendent or designee. The committee will determine and recommend to the President/Superintendent the candidates who are best qualified to fill the position.
7. The President/Superintendent may reject a candidate or candidates and may reopen or postpone the search.
8. The President/Superintendent will select and present the final recommendation to the Board of Trustees for approval.
9. Salary schedule placement shall be the responsibility of the President/Superintendent or designee.

Approved: 1/17/1990
Revised: 12/9/1992, 9/1/1993, 7/1/1998
Formerly R2061