



## **AP 2431**

## **SUPERINTENDENT/PRESIDENT SELECTION**

Hiring a Superintendent/President for the College is one of the most important responsibilities of the Board of Trustees. The process should include employee and community participation and facilitate the hiring of a candidate who possesses the skills and abilities required to be successful in the position and lead the college effectively.

As soon as practical after it is known that a presidential vacancy will occur, the following steps are recommended when filling the position.

### **1. Hiring of Search Firm**

The Board will generally work through Human Resources or secure the services of a search firm to conduct the search process and perform functions, including the following:

- working with the Board in establishing parameters and other details of the search process;
- providing training for all individuals participating in the search process;
- leading development of the position announcement;
- recruiting applicants;
- screening applications for minimum qualifications;
- scheduling interviews and other interactions with applicants;
- conducting reference checks on finalists; and
- interacting on behalf of the College with applicants.

### **2. Establishment of Screening Committee**

The Board will establish a search committee representing the constituencies served by the College to include the following representatives. The Board may make changes to the list at its discretion.

- 3 Faculty members appointed by the Academic Senate
- 1 Faculty member appointed by the Faculty Association
- 1 Noncredit Faculty Member appointed by the Academic Senate
- 1 Administrator appointed by the Superintendent/President
- 3 Administrators appointed by the Advancing Leadership Association
- 3 Classified employees appointed by the California School Employee Association
- 1 Student appointed by the Associated Student Government
- 1 Representative appointed by the SBCC Foundation



- 1 Student from noncredit School of Extended Learning appointed by the Board of Trustees
- 2 Community members appointed by the Board of Trustees

The Board shall appoint a chair of the search committee; once assembled, the committee shall select a co-chair from among its members.

The Screening Committee shall have an Equal Employment Opportunity (EEO) Representative, assigned by the Human Resources Department, who ensures that no candidate is discriminated against or given preference on the basis of age, ancestry, color, disability, gender, gender identification, gender expression, marital status, national origin, parental status, religion, sexual orientation or veteran status.

The EEO Representative shall serve as committee liaison to the EEO Officer with responsibility for reporting noncompliance (i.e., discrimination and/or preference). Any allegation of noncompliance shall be made in writing stating the specific nature of the noncompliance.

### **3. Screening Committee Responsibilities**

All committee members are required to participate in and agree to all aspects of the process, including, but not limited to, the following:

- maintaining confidentiality and upholding the principles of ethical hiring practices;
- training in the policies and procedures governing hiring and equal employment opportunity;
- evaluating and rating of candidates;
- interviewing candidates; and
- selecting final candidates.

By agreeing to serve, committee members are making an oral contract to maintain strict confidentiality throughout the entire hiring process and after the committee concludes its work. A committee member who fails to participate or compromises any aspect of the process may be removed from the committee by the committee chairs in consultation with Human Resources.



**4. Public Forums**

Forums will be held to allow the college community and the local community to participate in asking the final applicants questions. Employees, students, and the the community will have the opportunity to provide feedback about candidates to the Board of Trustees.

**5. Final Interview**

The Board of Trustees shall interview final candidates and make the final selection of the new Superintendent/President.

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Date Approved: June 18, 2020