

AP 7111 College President Selection

Reference: **Accreditation Standard IV.B.1.j, IV.B.2, IV.B.3.e.**

Date Issued: December 3, 2008 Updated: October 12, 2010

Overview

Under the direction of the Chancellor, the eCollege pPresident has primary responsibility for the quality of the college. Within this responsibility, the president leads, directs, and supervises the college, administering programs and operations in compliance with applicable rules, regulations, policies, and legal requirements.

Process

(1) The Chancellor shall recommend a eCollege pPresident selection process to the Governing Board for approval. The recommendation shall be provided to Chancellor's Cabinet and Districtwide Executive Council for review prior to being submitted to the Board. The recommendation shall include the following elements:

- The designation of a person, committee, or firm to conduct the search
- Development of a timeline that includes public forums
- Development of a position description
- Designation of a Screening and Interview Committee, to be composed of the following members from the searching college unless otherwise noted:
 - ◆ Co-chair: A cabinet-level administrator
 - ◆ Co-chair: The Academic Senate president or designee
 - ◆ The pPresident (or iInterim pPresident) of the non-searching college
 - ◆ One or two community representatives selected by the Governing Board
 - ◆ A representative from the Administrators' Association
 - ◆ Two faculty representatives appointed by the Academic Senate
 - ◆ A representative from American Federation of Teachers
 - ◆ A representative from the Classified Senate
 - ◆ A representative from CSEA
 - ◆ A representative from Confidential ~~group~~Administrators
 - ◆ [A representative from Confidential Employees](#)
 - ◆ A student representative
 - ◆ A representative from the District administration
 - ◆ An at-large representative selected by the Chancellor

(2) The Screening and Interview Committee shall:

- Develop the screening and interview plan
- Screen candidates and select those to be interviewed
- Conduct preliminary interviews and forward finalists to the Chancellor

- (3) The Employment Services Department coordinates public forums that have been previously advertised to the community for candidates that have been forwarded to the Chancellor. Campus leadership will help facilitate the forums in conjunction with Employment Services.
- (4) The Chancellor designates a team of representatives, which could include one or more members of the Screening and Interview Committee, Human Resources professionals, and an outside agency to check references and conduct site visits, as needed.
- (5) The Chancellor and Governing Board shall conduct final interviews of the candidates ~~forwarded~~ advanced by the Screening and Interview Committee.
- (6) The Chancellor, after considering all relevant information including reference checks, candidate profiles developed by the Screening and Interview Committee, and feedback from the public forums, recommends a candidate to the Governing Board.
- (7) Should the Governing Board not take action, or ~~desire~~ request additional options, the Chancellor, after consultation with the Screening and Interview Committee, shall provide recommendations for proceeding.
- (8) Once the Board has confirmed a candidate and contract negotiations are completed by Employment Services, the new ~~e~~College ~~p~~President may ~~begin~~s assignment.