



## Administrative Procedure 2433 Chancellor Selection

Reference: *Education Code Section 70902(d); 72400; Title 5 Section 53021*

### Chancellor Selection Process

The Board may appoint a search consultant firm to assist the recruitment selection process. The Board should be involved in the search process at every step. The major events that require Board action/involvement include: initial planning meeting (Board members and advisers); review and adopt brochure; review and approve criteria for screening committee; determine which candidates to interview; conduct initial and final interviews; and select the Chancellor.

### Suggested Responsibilities of the Board

- All Board members should be present at all meetings regarding the selection.
- At least one or two members of the Board spend one or more days in the community of the prospective candidate(s) to obtain satisfactory assurance of the candidate's acceptability.
- Conduct interviews and other business related to the search in progress.
- Legal counsel to develop or view any agreement between the Board and the prospective Chancellor.

### Suggested Responsibilities of a Consultant or Adviser

- Serve as facilitator and advise the Board throughout each step of the process
- Obtain input from community, staff, and Board members
- Prepare and distribute the brochure/application (with Board approval)
- Advertise and publicize the vacancy, and recruit candidates
- Maintain all applicant files
- Communicate with applicants regarding process and status of their files
- Advise and assist the paper screening committee (through extensive reference checks) in the evaluation and validation of candidates in preparation for presentation to the Board of Education
- Assist the Board with contract clauses for negotiating an initial contract with the Chancellor.

### Developing Selection Criteria

Community and staff members' involvement shall be considered in the establishment of a leadership profile for the new Chancellor. The following methods represent a non-exhaustive approach which may be utilized to obtain input from others regarding what they believe it would take for the new Chancellor to be a "fit" in their college community.

- Individual interview appointments
- Meetings with representative groups
- Community forums

Processes Used to Involve Various Segments of the College Community

The Board, the community, and the staff will be consulted to participate in the development of criteria for the selection of the new Chancellor.

Resources Used for Recruiting Candidates

Networks across the state and the nation, requesting assistance in recruiting qualified candidates for the Chancellor position may be used.

Advertising and Search Resources to Utilize in This Search

Advertisements are placed in several publications, including electronic, throughout California and nationwide, depending on the desires of the Board.

Processes Used for Paper Screening, Interviewing, Verification of Education and Experience, and Reference Checking/Site Visitation

The Board shall select individuals to serve as paper screeners. It is important that they meet with the Board to discuss first-hand the qualities it is seeking. They will establish a matrix of these criteria for inter-rater reliability and to ensure each screener is looking for and reporting back information consistently. Each screener will rate each application independently.

The screeners will verify education and experience, and will conduct extensive reference checks. They will also speak to each candidate on whom they conduct reference checks to make sure the candidate knows the screener will be checking with references other than those listed in the applications materials.

The screeners and the advisers will review the ratings to determine those top candidates who most closely fit the leadership profile. This information will be presented to the Board in closed session, at a special meeting. The Board will have had time to previously preview each applicant before the screening committee presents its recommendations. The Board may ask questions about any of the candidates, and is not limited to those candidates the screening committee presents. At the conclusion of the presentation of information from the screening committee, the Board will select the candidates for the initial interviews.

Once the Board has chosen candidates to interview, the advisers will schedule the interviews and be present on-site to facilitate the interview process. The Board shall develop interview questions, and will discuss some of the other options to exercise in addition to the interview, if so desired.

A second-level interview with finalists, conducted by the Board is recommended as well as a visit to the community and site of the top candidate.

The Board shall select the candidate it deems is in the best interests of the College District.

Board approval date: 2/17/09