

LOS ANGELES COMMUNITY COLLEGES PERSONNEL GUIDE			B456 SELECTION Administrative Positions Procedures
ISSUE DATE: 9-11-96	SERVICE: Certificated	CHANGES: Section 6 modified to reflect current procedures. Division changed to Department throughout.	
REPLACES: PG B456 (1-25-95)	DISTRIBUTION: General (See PG: B339 for decoding)		
	ISSUED BY: Office of Pers Oper		

SelectionProceduresforDean, AssociateDean, AssociateDirector,AssistantDirector
and AssistantDean positions.

The followingproceduresare tobe used inselectingapplicantsto fildean, associate dean, associatedirector,assistantdirectorand assistantdean positionson a regular basis.

1. Applicationsare acceptedby theDepartmentof Human Resourceson a continuous filing basisforDean, AssociateDean and AssistantDean. ApplicationsforAssociateDirectorand Directorare acceptedonlyduringannounced filingperiods.
2. Applicationswillbe reviewedby theDepartmentof Human Resources todetermine ifthe applicantsmeet the entrance qualifications (positionspecificationsand minimum qualifications).Applicantswillbe notifiedinwritingregardingtheireligibility forfurtherconsideration.
3. Confidentialreference forms foreligibleapplicantsare tobe sentby the applicanttoreferentsas requiredon the applicationform.
4. Applicationswhich are clearedwillexpireon February15 threeyearsafterthe February15 which firstfollows the date of clearance of the application. Applicants may requestrenewalof theirapplicationsat thattime.
5. The collegepresident/vicechancellorat the locationwhere the vacancy existsis responsibleforthe selectionprocess leadingto the nominationof two candidatesto theChancellor.
6. A selectioncommittee composed ofat leastfivemembers shallbe appointedby the collegepresident/vicechancellor. The committeeshallincludeat leastone administrator from anotherdistridlocation. A majorityof themembers of the committeeshallbe administrators. Employees who have activeapplicationson fileinthe eligiblepool tobe reviewedmay not serve on the committeeunless theirapplicationfileis removed from the pool forthisreview occasion.The collegepresident/vicechancelloror his/her designee shallserve as the committeechair. The selectioncommitteeshallconductall phases of the selectionincludingbut not limitedto the evaluationof applicants'folders and interviewingselectedcandidates. Form C588 istobe providedinadvance to the selectionunitforverificationthatno committeemembers are inthe pool.
7. The selectioncommitteeshallinterviewa minimum of fiveapplicantsforeach position. The Departmentof Human Resources shallprovidecopies of the applications forcandidateselectedforpossibleinterview.
8. The chairpersonof the selectioncommitteeshallbe responsibleforcontactingcandi- datesinvitedforan interviewand formaking allnecessaryarrangements forschedulingand interviews.
9. Ratingsby each committeemember shallbe signedand keptinthe selectionfileinthe Departmentof Human Resources.

10. The selection committee shall recommend the three best qualified candidates for the specific vacancy to the college president/vice chancellor for further consideration. The number of candidates recommended by the committee to the college president/vice chancellor may exceed three by mutual agreement of the committee and the college president/vice chancellor.

11. The college president/vice chancellor shall nominate to the Chancellor the two candidates he/she believes are the best qualified for the assignment.

12. The Chancellor shall either appoint to the position one of the candidates nominated by the college president/vice chancellor or direct the college president to form a new selection committee and repeat the selection process.

13. The chairperson of the selection committee shall notify all candidates interviewed in writing regarding the results of the selection process.

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B456a
SELECTION
Administrative Positions
Procedures

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Selection Procedures for certificated Vice President, Director and Senior Director positions.

The following procedures are to be used in selecting applicants to fill certificated vice president, director and senior director positions on a regular basis.

1. The Department of Human Resources will prepare and distribute individual announcements for each vacancy to be filled. Dates for an open filing period will be included in each announcement.
2. Candidates must file application materials consisting of a resume, a letter of intent, and at least three reference letters. The letters need not be confidential.
3. Applications will be reviewed by the Department of Human Resources to determine if the applicants meet the entrance qualifications (position specifications and credential requirements). Applicants will be notified in writing regarding their eligibility for further consideration.
4. Applicants whose files are complete including references will be eligible for consideration for the selection for which they filed. New applications will be required for each vacancy announced.
5. The college president/vice chancellor at the location where the vacancy exists is responsible for the selection process leading to the nomination of two candidates to the Chancellor.
6. A selection committee composed of at least five members shall be appointed by the college president/vice chancellor. The committee shall include at least one administrator from another district location. A majority of the members of the committee shall be administrators. Employees who have active applications on file in the eligible pool to be reviewed are not authorized to serve on the committee. The college president/vice chancellor or his/her designee shall serve as the committee chair. Employees who are also candidates for these positions may not serve on the committee unless their application is withdrawn from consideration. The selection committee shall conduct all phases of the selection including but not limited to the evaluation of applicants' folders and interviewing selected candidates. Form C588 is to be provided in advance to the selection unit for verification that no committee members are in the pool.
7. The selection committee shall interview a minimum of five applicants for each position. The Department of Human Resources shall provide copies of the applications for candidates selected for possible interview.
8. The chairperson of the selection committee shall be responsible for contacting candidates invited for an interview and for making all necessary arrangements for scheduling and conducting the interviews.
9. Ratings by each committee member shall be signed and kept in the selection file in the Division of Human Resources.

10. The selection committee shall recommend the three best qualified candidates for the specific vacancy to the college president/vice chancellor for further consideration. The number of candidates recommended by the committee to the college president/vice chancellor may exceed three by mutual agreement of the committee and the college president/vice chancellor.

11. The college president/vice chancellor shall nominate to the Chancellor the two candidates he/she believes are the best qualified for the assignment.

12. The chancellor shall either appoint to the position one of the candidates nominated by the college president/vice chancellor or direct the college president/vice chancellor to form a new selection committee and repeat the selection process.

13. The chairperson of the selection committee shall notify all candidates in writing regarding the results of the selection process.

14. The person appointed shall be required to file official transcripts verifying position requirements, as part of processing.