

**7250**

Administrative Regulations

**HIRING OF ADMINISTRATIVE AND MANAGEMENT PERSONNEL**

Administrative and Management Positions utilizing this hiring process will include positions that are Classified Management positions at the Director level or higher and all administrators/classified management positions. When opportunities for employment arise, vacancies will be filled by the following hiring procedures.

A. Announcements

Internal and external notices for recruitment, notices of administrative and management vacancies will be circulated to College staff and placement offices of selected accredited colleges and universities, the California Community College Registry, the Chronicle of Higher Education, the District's website, and other websites connected with the recruitment of administrative and management positions.

B. Procedures

1. All employees will be given the opportunity to express an interest in being considered for any administrative or management vacancy which may occur.
2. A Hiring Committee shall be composed of the following:

Number	Type	Appointed By
3	College Administrators (Deans & Higher Classified Managers)	Superintendent/President or designee
1	Confidential	Superintendent/President or designee
1	Faculty	Guild
1	Faculty	Academic Senate
1	Classified	CSEA
1	Student	ASGCC

- a. The Superintendent/President or designee may, with the approval of the Academic Senate, the Guild, the CSEA leadership and ASGCC, increase the membership on the hiring committee. The appointment of additional members shall be done in consultation with the Senate, Guild, and CSEA leadership.

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- b. The Superintendent/President or designee may, with the approval of the Academic Senate, Guild, CSEA leadership and ASGCC include student representation on the hiring committee.
3. The Hiring Committee shall review candidates' applications and interview selected candidates and recommend candidates to the Superintendent/President or designee.
4. The Superintendent/President or designee will interview and select a candidate for the position under consideration and recommend him/her to the Board of Trustees.
5. Certain positions may require additional hiring procedures as defined by regulatory agencies and/or law.

Adopted: 3/15/11

Renumbered from Administrative Regulation 7270: 10/17/14