

CEO SELECTION PROCESS

AP No. 2431

Board Reviewed: 10/18/06; 10/3/09; 5/9/18

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- I. The Board of Trustees is responsible for the hiring of the Superintendent/ President. The Board will establish the calendar and approve the structure of the presidential hiring process. The Board will communicate to all those that participate in the selection process to conduct themselves in the highest ethical standards throughout the entire selection process.
- II. The Board will establish a selection process for the consultant that ensures the consultant selected reflects the Board's expectations and values.
- III. The Board will craft and express a clear statement on the role of the consultant and ensure that this role is clearly communicated to all stakeholders so that this role is clearly understood by all.
- IV. The Board will clearly communicate the Board's expectations and values with respect to the hiring process to the members of the search committee before the hiring process begins. All members of the search committee will be provided training prior to the selection process on how to best reach consensus.
- V. The Board or designee oversees the development of the Presidential Search Brochure and approves its content.
- VI. The Board or designee approves all advertising for the presidential position.
- VII. The Board determines the number of representatives from each constituent group. The search consultant will serve as a non-voting chair of the committee.
- VIII. To prevent any actual or perceived conflict of interest or breach of confidentiality, no individual with a close personal or familial relationship with an appointing Board member or an employee of the College shall serve on the committee.**
- IX. The current composition of the search committee, which is merely a description of what has been used in the past and can be changed by the Board in the future, is as follows:

Faculty
Classified
Management/Confidential
ASRHC President/Representative
Community Representatives

The following are not committee members, but serve specific functions in the selection process:

- The Human Resources Officer or designee shall review the composition of the applicant pool to determine if legal requirements relating to Title V, the District's Equal Opportunity Plan, and non-discrimination have been met.

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- An EEO Monitor who is appointed by the Equal Employment/Staff Diversity Officer
- X. Persons serving on the search committee participate in both the application review and search committee interview phases of the search process. Search committee responsibilities include evaluation of candidate applications, development of interview questions, determination of candidates to be interviewed by the search committee and recommendation of finalists to the Board of Trustees.
- XI. The search committee will try to reach consensus on all committee decisions. If the search committee is unable to reach consensus after discussion of an issue, then the majority view of the committee shall prevail.
- XII. Committee members must be willing to give search committee responsibilities their highest priority. To assure equity in the process, attendance at all committee meetings is required.
- XIII. The Board requires four to six unranked finalists. Before the selection process begins, the Board will specify the minimum number of candidates to be advanced by the committee. The Board interviews the finalists and selects and hires the new Superintendent/President.
- XIV. Before the selection process begins, the Board will clearly articulate to the members of the committee what options are available to the Board if the number of finalist candidates submitted does not fulfill the required minimum number of candidates as determined above. These options can include:
- Option 1: Directly interview additional candidates from the candidate pool
 - Option 2: Accept the candidate(s) that are forwarded as finalists and proceed
 - Option 3: Ask the committee to interview additional candidates from the applicant pool who could potentially become finalists
 - Option 4: Ask the committee to forward additional finalists from the pool of candidates already interviewed
 - Option 5: Cease the process and begin a new search
- XV. The Board will provide an opportunity for the search committee chair to submit a list of candidates along with narratives to the Board which could include the search committee members' reasons for forwarding or not forwarding candidates and perceived strengths and weaknesses of each candidates.
- XVI. The Board requires that a presidential forum be held for the finalists in conjunction with the Board of Trustees interviews. The Board of Trustees determines when the presidential forum is scheduled. The Board determines the structure and date(s) of the forum(s).

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- XVII. The Board determines the efficacy of a site visit(s) and, if necessary, determines the participants for the visiting team. The Board of Trustees also determines the structure and schedule for the site visit(s).

- XVIII. The Board will evaluate the effectiveness of the CEO Selection Process and will provide an opportunity to the committee members to submit an evaluation of the selection process.