

1.0 Application Review Process

- 1.1 The Human Resources Office will review the applications and supporting documents of all applicants. Materials of those applicants who meet the minimum qualifications of the position will be forwarded to the Chancellor/College President, as applicable, who is responsible for implementing the process.

2.0 Selection Process for Managers

- 2.1 The Los Rios Community College District shall generally utilize an interview panel. When the panel procedure is utilized, it may include a screening committee and will include an interview committee. If a screening committee is not used, the Associate Vice Chancellor, Human Resources, shall conduct the initial screening. Under extraordinary circumstances, e.g., financial exigencies, the Chancellor may interview the selected applicants and recommend a candidate to the Board of Trustees.
- 2.2 The Chancellor may develop an alternative selection process for District Officer positions.
- 2.3 Screening Committee Composition: The screening committee composition shall consist of at least the following:
 - 2.3.1 Chancellor or designated manager (for District position); President or designated manager (for college position).
 - 2.3.2 The immediate supervisor of the position to be filled or a management designee.
 - 2.3.3 A management member who has been appointed as the equity representative.
 - 2.3.4 For educational management positions, the Academic Senate President will appoint two faculty representatives who will be faculty representatives on the interview committee.
- 2.4 Interview Committee Composition: The interview panel shall be composed of the same persons who served on the screening committee (if utilized). Additional representatives will be added so that the resulting interview composition is as follows:
 - 2.4.1 Chancellor or designated manager (for District position); President or designated manager (for college position).
 - 2.4.2 The immediate supervisor of the position to be filled or the supervisor's management designee.
 - 2.4.3 A management member who has been appointed as the equity representative.

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- 2.4.4 For educational management positions, faculty members selected by the Academic Senate President:
 - 2.4.4.1 When hiring at the dean level, a total of three or four faculty members shall be appointed by the Academic Senate President, depending on the number of administrative members of the committee.
 - 2.4.4.2 When hiring other educational managers, three faculty members shall be appointed.
 - 2.4.5 For college positions, a District manager appointed by the Chancellor; for District positions, a College President or management designee shall be included.
 - 2.4.5.1 When hiring at the dean level or below, the appointment of a manager is optional, at the discretion of the Chancellor or President.
 - 2.4.6 A member of the classified staff. If a classified employee was selected under Section 2.4.7 below, this requirement will have been satisfied. The classified employee will be selected by the College President (or the Chancellor for District positions) with recommendation by a recognized classified committee where it exists.
 - 2.4.7 When hiring a classified manager, a classified employee or faculty member with expertise in the area may be selected by the Chancellor (District position) or President (College position). An outside consultant may also be utilized.
 - 2.4.8 Any other person the Chancellor or College President deems necessary.
 - 2.5 The interview committee membership shall include at least one or more members who have received staff diversity/equity training.
 - 2.6 The chair of the screening and interview committee shall be a management employee appointed by the Chancellor (District position) or President (college position).
 - 2.7 Following the interview, committee members shall rank the interviewed applicants independently and without prior discussion. The individual ranking shall be given to the interview committee chairperson and equity representative.
 - 2.8 The committee chairperson and equity representative shall privately summarize the rankings and report the names of the top five candidates (in alphabetical order) to the committee.
 - 2.9 The Chancellor, or President, and/or appropriate District or College Manager shall be invited to join the interview committee for a discussion of the strengths and

weaknesses of the top five candidates. Following the discussion, the committee will recommend no fewer than three of the top five candidates for further consideration.

- 2.10 The Academic Senate President may review the original committee rankings on a confidential basis with the President.
- 2.11 The Chancellor or President shall interview, check the references and evaluate the final candidates. Applicants who are under final consideration may be requested to spend some time with appropriate persons in the District Office or at the College.
- 2.12 If the Chancellor or President has concerns about the final candidates, the Chancellor may convene a meeting of the committee to determine if there are additional candidates that could be considered. If there are none, the position may be re-advertised and/or a new job description developed.
- 2.13 The Chancellor will review all recommendations for management positions. If approved, the recommendation will be forwarded to the Board of Trustees. Following an appointment by the Board of Trustees, Human Resources will contract the appointee and notify all unsuccessful applicants.

3.0 Confidential Employee Selection

- 3.1 The selection of applicants for an open confidential position shall follow the process for classified employees.

4.0 Status of Management Employees

- 4.1 If a regular tenured academic employee of the District is assigned to a management position, that employee retains tenure in the District but does not obtain tenure in a management position.
- 4.2 If a regular classified employee of the District is assigned to a management position, that employee does not retain previously earned permanent status in the District.

5.0 Limited Term Appointments / Management

- 5.1 The Chancellor may make limited term appointments through the transfer, reassignment, or recruitment process for the purpose of coverage during leaves of management employees, or for a special project.

6.0 State Department of Justice Review

- 6.1 Applicants shall be fingerprinted via Live Scan at a qualified law enforcement agency. Employment shall not commence until clearance has been approved by Human Resources.

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- 6.2 Applicants shall be required to pay the cost of the fingerprinting and processing.
- 6.3 When warranted by exigent circumstances as determined by the Associate Vice Chancellor, Human Resources, an employee may be permitted to begin work prior to clearance having been granted by Human Resources.

(Cross Reference P-6115)(Formerly P-9116 & R-9117)

LRCCD

Adm. Regulation Adopted: 2/21/78
Adm. Regulation Revised: 8/15/79; 2/18/81; 6/16/82; 9/25/90; 6/2/92; 5/10/94; 10/26/98;
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