



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

The Board of Trustees has the sole responsibility for hiring one direct report, the Chancellor of the District.

Chancellor Selection Process

The Board of Trustees may appoint a search firm, consultant, or adviser to assist in the recruitment and selection process. The Board of Trustees should be involved in and/or informed of the search process at every step. The search process includes: planning meetings; brochure and advertisement development; appointment of screening committee; rating and selection of candidates to interview; initial and final interviews; and selection and approval of the new Chancellor.

Responsibilities of the Board of Trustees

- Appoint individuals to serve on the screening committee.
- Conduct final interviews of candidates recommended by the screening committee.
- At least one or two members of the Board may make a site visit to the work location and community of the finalists to obtain satisfactory assurance of the candidate's acceptability.
- Approve the employment of the new Chancellor and determine the amount and length of the initial employment agreement.
- Involve legal counsel to develop or review any agreement between the Board and the prospective new Chancellor.

Responsibilities of the Search Firm, Consultant, or Adviser

- Serve as facilitator and advise the Board of Trustees throughout each step of the process.
- Obtain input on the search process and selection criteria from Board members, employees, and community and business members.
- Assist in the development and distribution of the brochure and other advertising materials.
- Recruit candidates.
- Verify the education and experience of candidates and conduct extensive reference checks.
- Communicate with applicants regarding the process.
- Work with the Director of Human Resources to schedule interviews and determine the logistics for the interviews.
- Advise and assist the screening committee in the evaluation and validation of candidates.

- Assist the Board of Trustees with contract clauses for negotiating an initial contract with the Chancellor.

Responsibilities of the Screening Committee

- Attend all meetings of the screening committee and read all materials presented.
- Evaluate all candidates, keeping in mind the required duties, responsibilities, and qualifications as per the job description.
- Maintain strict confidentiality of the process which includes, but is not limited to, the names of applicants and their qualifications; scores or ratings from the application screening process or ratings from interviews; any conversations held during screening committee meetings or interviews; and any other information related to the selection process.

Resources Used for Recruiting Candidates

In addition to the recruiting conducted by the search firm, consultant, or adviser, job announcements and advertisements will be provided to agencies and placed in several publications, including print and/or electronic formats, throughout California and nationwide. Examples of such publications or agencies include the Chronicle of Higher Education, American Association of Community Colleges, Hispanic Association of Colleges and Universities, Association of California Community College Administrators, the Community College Registry, and the Community College League of California listservs.

Screening Committee Composition and Appointment

The screening committee shall consist of:

- Four (4) college administrators – two (2) from each college (West Hills College Coalinga and West Hills College Lemoore)
- Three (3) classified employees – one (1) from each college campus (West Hills College Coalinga, West Hills College Lemoore, and North District Center, Firebaugh)
- Three (3) faculty members – one (1) from each college campus (West Hills College Coalinga, West Hills College Lemoore, and North District Center, Firebaugh)
- One (1) CSEA representative
- One (1) CTA representative
- Three (3) students – one (1) from each college campus (West Hills College Coalinga, West Hills College Lemoore, and North District Center, Firebaugh)
- Two (2) District Office employees
- Two (2) Board members
- Up to three (3) community members representing various communities within the District

- The EEO representative who will serve as an observer

All committee members will be selected by the Board of Trustees.

The EEO Officer reviews the composition of all committees. If the EEO Officer determines that the committee composition does not support the District's goals of equal opportunity and diversity, he/she may recommend that the Board of Trustees appoint up to three (3) additional people to serve on the committee to meet those goals of equity and diversity.

The Board shall appoint all individuals to serve on the screening committee by Board action.

Screening Committee Process

The screening committee members will rate each application independently.

After all applications have been rated, the screening committee and the search firm, consultant, or adviser will meet and review the ratings to determine the candidates who will be invited for an initial interview. They will also develop interview questions for the initial interviews.

Following the initial interviews, the screening committee will determine which candidates will be recommended to the Board of Trustees for a second interview. The committee shall recommend no less than three (3) candidates for the Board of Trustees to interview. Candidates will not be ranked in any particular order. This information will be presented to the Board of Trustees by the search firm, consultant, or adviser at a Board meeting in closed session.

In preparation for the second interviews, the Board of Trustees, in consultation with the search firm, consultant, or adviser, shall develop interview questions and will discuss other options to exercise in addition to the interview, if so desired.

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

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