

**SAN FRANCISCO COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE PROCEDURE MANUAL**

Title: EMPLOYMENT OF ACADEMIC ADMINISTRATORS	Number: AP 3.04
Legal Authority: Title 5, California Code of Regulations Sections 53021, 53024, 53402	

has the responsibility to suspend a selected process if needed in emergency actions.

7. These procedures must be interpreted and implemented to be in full conformity with any applicable law.
8. It is understood that "administrator" refers to those managerial positions so designated in the Organizational Chart of the District, and does not apply to Department Chairs, Program Supervisors or Civil Service Classified Managers.

B. Request for Position

When a new or replacement administrative position is desired, the request should be advanced by the Chancellor or the supervising Vice Chancellor with full justification to the Chancellor's Cabinet. The Chancellor has full authority to determine the final status of the position.

C. Development of the Job Announcement

1. After the Chancellor's Executive Team has reviewed the job description, the job announcement is drafted by the Human Resources Department in consultation with the Vice Chancellor, (or designee) who has requested the position for the area. If the position is for a Vice Chancellor or other administrative position under the responsibility of the Chancellor, he/she will draft the job announcement in consultation with the representative from the Human Resources Department. The announcement will be reviewed and comment will be provided by the Human Resources Department. The announcement will include the following information: job title, job number, job duties, responsibilities, qualifications, and eligibility requirement. The announcement will be reviewed by the Human Resources Department and the 5/EEO/ADA Compliance Office to ensure conformity with the District's EEO Plan (Title 5).
2. The job announcement will be posted in a public location. The announcement will include the process, reference checking (previous and current employers) will occur and that the submission of an application is an agreement to allow the District to conduct such a check.

D. Receipt of Applications

1. Upon review of the applicant pool after the close of applications, the Human Resources Department will...

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Resources Department will identify the Search Committee Chair, the Chair will identify those who indicate that they have qualifications for the position. The Search Committee Chair, working with the Equivalency Committee (consisting of the 12 administrators) will inform the Human Resources Department which applicants meet qualifications through Equivalency and the representative from the Human Resources will recommend to the Chancellor. The Chancellor will approve or disapprove the equivalency recommendation and inform the Human Resources Department. The Human Resources Department will maintain records of all equivalency decisions. See Section "K", Equivalency Procedures, for further information on the Equivalency process.

The Title 5/EEO/ADA Compliance Office will review the pool of qualified applicants for advertisement.

3. The Human Resources Department will so deemed to have met the minimum qualifications to the Search Committee, including those who qualified under the equivalency process. The Search Committee will identify those who meet the same time.

E. Search Committee

1. The Search Committee will consist of seven (7) members:
 - a. Educational Administrators

Three (3) administrators, two (2) faculty, one (1) classified staff, and one (1) Student. (Students will only be invited to participate in the interview phase of the process.)

b. Classified Administrators

Three (3) administrators, one (1) faculty, two (2) classified staff, and one (1) Student. (Students will only be invited to participate in the interview phase of the process.)

2. The Chancellor has the authority to add additional administrators, including his/herself, and/or unrepresented classified to serve on any Administrative Search Committee.
3. The administrative representatives are selected by the Academic Senate, the unrepresented classified are selected by the Chancellor, the classified staff are selected by the Classified Staff Representative, and the Student Executive Board for the Associated Students. Unrepresented classified staff must also be considered to serve as the classified staff representative on administrative hiring search committees.

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committees. Their selections shall be based on their qualifications for the administrative job opening.

4. The Title 5/EEC/ADA Compliance Officer (or designee) shall be notified.
5. Whenever possible, the Search Committee shall include members of the community underrepresented groups.
6. All members of the Search Committee shall be provided training as prescribed in the District's EEO Plan, as well as screening and interviewing procedures of the District.
7. All members of the Search Committee will be appointed by the Administrative Chair of the Search Committee.
8. The Chancellor will identify the Chair of the Search Committee, who shall appoint the voting members of the Search Committee.

F. Preliminary Screening

1. The Search Committee shall select candidates to be interviewed based on the qualifications listed on the job announcement, as measured by evidence of professional qualifications, including educational background. All candidates for the position must possess qualifications that are at least equivalent to the applicable minimum qualifications specified in this document.
2. The names of those applicants not selected will be assembled in compliance with the State and Federal regulations and sent to the Human Resources Department. After the screening procedure is completed, applicants who were not selected shall be so notified by the Human Resources Department. The Human Resources Department will maintain a record of all the applicants who claimed equivalency and how far they made it in the hiring process.

G. Interview

1. The Search Committee shall formulate job-related interview questions to ensure a thorough assessment of the candidates' qualifications. Candidates will be interviewed during the hiring process. All candidates will be interviewed. Some candidates may be interviewed by phone, but some follow-up questions for clarification purposes may be expected.
2. The District will hire administrators who can lead, organize, plan, and supervise, who understand the needs of students, faculty, staff, and the learning process, and who value institutional effectiveness based upon participatory governance.
3. The Search Committee will forward to the Chancellor only candidates who meet the abilities and qualifications listed in the job announcement.

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4. It is recommended that the Search Committee interview a minimum of five candidates, provided that this number of qualified applicants is available.

H. Recommendation of Candidate

1. Only those members of the Search Committee who have attended all interviews will be allowed to participate in the discussion, vote, and recommend candidates.
2. The top two to three candidates (finalists) are to be recommended (in order of preference only) to the Chancellor.
3. The finalists will have their references checked by the Chancellor or the Search Committee (or a designated Administrator serving on the Search Committee). It is recommended that the chair conduct the reference checks with a set of prescribed questions. The reference check responses are then submitted to the Chancellor for review.
4. For the Vice Chancellor positions, final candidates will be invited to meet with constituent groups in public forums facilitated by the Human Resources Department.

I. Final Selection

1. The Chancellor will conduct the final interviews for the position.
2. At the Chancellor's discretion, other appropriate parties may be present for the interviews.
3. The Chancellor will then select an individual for the position, make the offer, and request the Human Resources Department to work with the individual to answer any questions and to secure agreement on acceptance of the position. Upon final acceptance of the position, the name of the individual will be placed on the Board of Trustees' Agenda by the Human Resources Department.
4. At the time of the final interview with the Search Committee, all finalists will have their qualifications assessed for possible Retreat Rights to the faculty. The results of this assessment shall be presented to the Board of Trustees at the next meeting. (See materials provided in the Board Agenda.)

J. Special Cases

If the Chancellor rejects all candidates forwarded to the Search Committee, the hiring process, written notice of the rejection, and the Search Committee chair and representative from Human Resources to discuss next steps. (See materials provided in the Board Agenda.)
(The hiring process starts over again.)

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K. Interim Appointment

These hiring procedures shall not apply to an administrator employed for two years or less as an interim appointment.

L. Equivalency Procedures

1. The Equivalency Committee for administrators will consist of three administrators. The members of the Equivalency Committee shall not be the same as those on the Search Committee. It is recommended that members of the Equivalency Committee shall serve for at least one year in a non-consecutive continuity.
2. It will be the duty of the Equivalency Committee to consider candidates on a case-by-case basis to determine if those candidates who claim qualifications equivalent to specified minimum qualifications do in fact possess qualifications which equal or exceed the stated minimums. The Equivalency Committee will keep accurate records of their deliberations and decisions and file them with the personnel files of the candidates.
3. An applicant who claims to be qualified through equivalency must demonstrate that he or she has qualifications equivalent to those specified. The applicant who claims equivalent qualifications will have to provide substantial and verifiable documentation, as clear and reliable as college transcripts and diplomas, to be submitted by the applicant. Applicants, that he or she has qualifications that are at least equivalent to what is required by the minimum qualifications. An applicant who fails to provide documentation in regard to either "a" or "b" below does not possess the equivalent of the degree in question. Specifically, the applicant making the claim must provide documentation of the following:
 - a. For establishing the equivalent of a required degree, possession of at least the equivalent in level of achievement, breadth, and depth of understanding for each of the following as specified in the criteria:
 - i. The education required for that degree, and
 - ii. The major courses required for that degree.
 - b. For the equivalent of required experience, an applicant must show related experience sufficient enough to serve as a basis for performing the specific duties of the position.
4. Documentation

It shall be the responsibility of the applicant to provide the documentation with the application.

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has qualifications equivalent to those on the job announcement shall be of the following:

- a. A transcript showing that appropriate coursework was successfully completed at an accredited college or appropriate foreign institution.
- b. Publications that show a command of the major or occupation in question.
- c. Other work products that show a command of the major or occupation in question.
- d. Work experience.
- e. Life experience leading to expertise required by the job announcement.

The Equivalency Committee will report its findings as a or b below to the Human Resources Department. The Human Resources Department will make a recommendation to the Chancellor for final approval.

- a. "The candidate meets the minimum qualifications through Equivalency". OR
- b. "The candidate does not meet the minimum qualifications through Equivalency."

M. Confidentiality

1. Individuals serving on Search Committees shall sign confidentiality agreement prior to committee service. Confidentiality should be maintained throughout the recruitment process.
2. The hiring process includes the recruitment process, development of interests, screening criteria, and interview questions, the paper screening of the applicants, and interviewing and subsequent discussion of the candidates.
3. All written, verbal, and electronic records generated during the hiring process are confidential prior to, during, and following the hiring review process.
4. For all the Search Committee members, the development of an interest in a candidate is confidential and essential to maintain the integrity of the hiring process.

N. Review

These procedures will be reviewed at least every three years to ensure consistency with applicable regulations and trends.

3/2/2018

SAN FRANCISCO STATE UNIVERSITY COMMUNITY COLLEGE DISTRICT
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