



PASADENA AREA COMMUNITY COLLEGE DISTRICT POLICY

Title: Administrator Hiring Policy

Policy No. 6300

Legal Authority: California Education Code Sections

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It is the policy of the Pasadena Area Community College District that the Superintendent/President will recruit and recommend highly qualified candidates to the Board of Trustees for appointment to administrative positions.

The term "administrator" is defined as any position that is an executive or management position at the level of assistant dean, director or higher.

The goals of this policy are: 1) to recruit, appoint and retain a diverse administration; 2) to recruit, appoint and retain administrators who have the requisite talent, experience and accomplishments to take effective action in advancing the specific goals of the Educational Master Plan and the Board of Trustees' Annual College Goals.

**PASADENA AREA COMMUNITY COLLEGE DISTRICT
PROCEDURES
For Policy No. 6300**

Title: Recruitment, Screening, and Appointment

Procedure No. 6300.10

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1. Upon the recommendation of the Superintendent/President, the Board of Trustees will approve the job description for a vacant or newly created administration position and will authorize a search.
2. The Superintendent/President will direct Human Resources to implement a recruitment plan for the position or positions.
3. All permanent administration positions must be filled by an open, competitive external search.
4. Exception to #3: With the approval of the Board of Trustees, the Superintendent/President may exercise discretion to move and appoint an incumbent permanent administrator to another lateral administrative position of the same level. This may occur, for example, during a restructuring of the administration in response to fiscal or educational circumstances.
5. The Superintendent/President may exercise discretion to recommend to the Board of Trustees the contracting of an outside search firm to assist with the recruitment, screening and reference process.
6. The Superintendent/President will establish a representative college-wide Search and Screen Committee of eleven members as follows:
 - a. A committee chair appointed by the Superintendent/President or hiring supervisor.
 - b. Two administrators appointed by the Superintendent/President or designee.
 - c. Three faculty appointed by the Academic Senate.
 - d. Two classified staff appointed by the Classified Senate.
 - e. One staff member appointed by the collective bargaining unit whose members comprise the majority of those reporting to the proposed position.
 - f. One student appointed by Associated Students.
 - g. At the discretion of the Board of Trustees and Superintendent/President, one community member or other appointee of the Board.
7. In cases when more than one administrative position opening is announced at one time, the Superintendent/President may exercise discretion to establish a single Search and Screen Committee to serve for multiple positions.
8. The charge of the Search and Screen Committee is to review all applications and to forward to the Superintendent/President for final interviews not less than three candidates but not more than five candidates, unranked.
9. The Superintendent/President will select the finalist for recommendation to the Board of Trustees for appointment.

1. When a vacancy or other necessity requires it, the Superintendent/President will conduct appropriate consultation within the college and then recommend to the Board of Trustees the appointment of an acting position, without a search, for up to six months.
2. After six months, the Superintendent/President may exercise discretion to continue an acting position as an interim position for up to an additional year.