

Rancho Santiago Community College District
ADMINISTRATIVE REGULATION
Chapter 2
Board of Trustees

AR 2431 Chancellor Selection

References

Title 5 Sections 53000 et seq.
Accreditation Standards IV.B and IV.C.3

SELECTING AND APPOINTING THE CHANCELLOR

This regulation is established pursuant to the provisions of Board Policy 2431, Chancellor Selection, and shall apply to the selection of the Chancellor for the Rancho Santiago Community College District. The final authority for hiring the Chancellor rests with the governing Board.

The Board, at its discretion, may contact any person, firm or group and request advice, information, consultation, or anything that will be beneficial as guidelines in selecting the best-qualified person available for filling the position.

Announcement of the Position

A brochure (subject to Board approval) stating position qualifications and inviting applications shall be developed. The brochure will also provide information concerning the colleges, the district, and the surrounding community. Further, the brochure will include the deadline for receiving applications, approximate interview dates, and the approximate final selection date. The brochure will be circulated to agencies, associations and other institutions along with the affirmative action procedure being used to fill the position at RSCCD. The brochure may be used for advertising in appropriate publications.

Screening Committee

A screening committee will be established to assist the Board in the selection of a Chancellor at the time a replacement is needed. The Vice Chancellor of Human Resources reserves the right of approval of the committee membership.

The Vice Chancellor of Human Resources will serve as chair of the screening committee and as the non-voting/EEO officer. The screening committee chair will consult with the college Academic Senate Presidents and CSEA President to discuss the representation of each constituency group. Following consultation, the Chair will certify the composition of the screening committee, which will include administrators, faculty, classified staff, students, and community members to ensure appropriate diversity. All members of the Screening Committee must have attended EEO/Diversity training within the last two (2) years unless the Vice Chancellor, Human Resources grants an exception.

The Screening Committee for the position of Chancellor shall be comprised of the following:

- One faculty member recommended by the Santa Ana College Academic Senate
- One faculty member recommended by the Santiago Canyon College Academic Senate
- One faculty member recommended by FARSCCD
- Two classified staff members recommended by CSEA
- Two management representatives from each campus
- Two executive management representatives
- Two confidential employees
- One student representative – if Student Trustee is unable to serve then one student representative from each campus
- Two community members, one from each of the colleges represented area

The responsibilities of the Screening Committee include:

- Develop an objective procedure for the selection process.
- Review and evaluate candidate applications.
- Select an appropriate number of applicants to be interviewed by the Screening Committee.
- Interview the selected applicants and provide a recommendation of the finalists to the Board of Trustees for their consideration

Board Actions

The Board shall:

- Review and evaluate the applications of the candidates presented by the screening committee
- Select the final candidates to be interviewed
- Interview the final candidates
- Make the final decision regarding the candidate to be offered the position and offer a contract
- Reserves the right to discontinue the process or extend the recruitment at any time, at its discretion.

Adopted: November 19, 2018