

BOARD POLICY 2431 CHANCELLOR SELECTION

In the case of a Chancellor vacancy, the Board of Trustees shall establish a search process to fill the vacancy. The Board has the final authority to select the Chancellor. The process shall be fair and open and comply with relevant regulations.

- A. The Peralta Colleges shall engage the District community (e.g., via forums or surveys) to provide input for the development of the Chancellor position profile regarding such topics as organizational opportunities and challenges, leadership priorities, and desired skills and characteristics. Invitations to the public forum shall be extended to all stakeholders, including students, classified employees, confidential employees, faculty, administrators, members of the community, and trustees. Whenever possible, all Public forums will be conducted in person
- B. The District shall conduct a national search.
- C. The Board of Trustees shall constitute a Screening Committee to review applications, interview candidates, and recommend candidates for final interviews by the Board.
 - i. The Screening Committee shall consist of fifteen to eighteen (15-18) members: two (2) administrators, four (4) faculty members, four (4) classified employees, one (1) of which will be a confidential employee, one (1) to two (2) students, one (1) to three (3) community members, and three (3) trustees. The Screening Committee shall represent various elements of the District's community, incorporating diversity and including representatives from all four colleges and the District office, bargaining units, senates, and student groups.
 - ii. By agreeing to serve, committee members are making a contract to maintain strict confidentiality throughout the entire hiring process and after the committee concludes its work. A committee member who fails to participate or compromises any aspect of the process may be removed from the committee by the committee chair in consultation with Human Resources.
 - iii. The equal employment opportunity officer or designee from the Human Resources Department shall assist the Screening Committee to ensure that the selection procedures and the applicant pool are properly monitored as required by Title 5 and District policies and procedures.
- D. The Board may select consultants to support the selection process and perform functions such as the following:
 - i. Work with the Board in establishing parameters and other details of the selection process to include a clear timeline;
 - ii. Provide training for all individuals participating in the selection process;
 - iii. Gather stakeholder feedback on the attributes the District desires in a Chancellor;
 - iv. Lead development of the position announcement;
 - v. Implement a comprehensive outreach strategy to recruit and cultivate a diverse pool of candidates;
 - vi. Support Human Resources, as desired, in scheduling interviews and other interactions with applicants;
 - vii. Conduct extensive and confidential background and reference checks on finalists;
 - viii. Interact on behalf of the District with applicants; and
 - ix. Perform other duties as the Board desires.
- E. The Screening Committee shall recommend three (3) to five (5) candidates as finalists for consideration by the Board. Finalists will be invited to at least one District-wide public forum prior to the Board conducting final interviews. Notwithstanding, at any point, the Board may decide not to interview finalists and to reopen the search process.
- F. As part of the overall evaluation process, the Board may authorize a site visit to one or more candidate's campus or additional inquiries regarding the candidate's leadership and management skills in various areas, such as finance, facilities, planning, shared/participatory governance, collective bargaining, educational programs, professional development, diversity, student equity and success, and community service. Recent accreditation reports, press releases, and accounts in local media may help in the evaluation process. Should Board members decide to conduct a site visit, they will manage the process as follows:
 - i. The site visit(s) will include trustees as well as administrators, faculty, and classified staff. The President of the District Academic Senate (or designee) and President of the Peralta Federation of Teachers (or designee) shall be invited to participate in the site visit(s).
 - ii. Site visit(s) may be conducted after the District-wide public forum at the discretion of the Board.
- G. The Board of Trustees shall interview final candidates and select the new Chancellor.

Reference: ACCJC Accreditation Standard IV.B and IV.C.3 (formerly IV.B and IV.B.1.j) Title 5, Sections 5300 et seq.

Replaces: Board Policy 1.20 Chancellor Selection adopted July 12, 2005, and last revised October 12, 2010

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