



Peralta Community College District
2023 Chancellor Selection Timeline (Start Date: January 1, 2024)
REVISED: May 23, 2023

Activity	Date
Board of Trustees: Search & Hire Process Board reviews and discusses <i>Board Policy 2431: Chancellor Selection</i> , timeline, and activities for search process; gives direction to consultants	January 10, 2023 Board Retreat
District Engagement: <ul style="list-style-type: none"> Chancellor notifies tri-chairs of Participatory Governance Council (PGC) and BP/AP Liaison of impending governance process review of Board proposed changes to <i>BP 2431: Chancellor Selection</i> Chancellor announces impending search process to District community in Flex Day presentation 	January 14 January 19
<i>Preparation: Consultants revise BP 2431, timeline based on Board direction</i>	<i>January 11-23</i>
Spring Professional Days	January 19-20
First day of Spring Classes	January 23
Board of Trustees: Search & Hire Process <ul style="list-style-type: none"> Board finalizes draft revisions of <i>BP2431: Chancellor Selection</i> for governance process review Board reviews draft search timeline, gives direction to consultants Board reviews and upholds/modifies Chancellor job description 	January 24 Board Meeting
District Engagement: PGC reviews and makes recommendations regarding Board revisions to <i>BP2431: Chancellor Selection</i>	January 27 – March 10
<i>Preparation: Timeline and Job Description updated based on Board direction; work with Interim Chancellor, HR, Communications, IT to draft Chancellor Search Website and Position Profile</i>	<i>January 10 - March 10</i>
Communication: Chancellor Search Website launched	February
District & Community Engagement: Marketing department sends announcement to public to solicit community members to serve on Screening Committee (March 8 deadline for application)	February 27-March 8
Board of Trustees: Search & Hire Process Board finalizes search Timeline. Community Engagement: Board conducts process for selecting community representatives for Screening Committee	March 14, 2023 Board Meeting
Board of Trustees: Search & Hire Process HR reaches out to constituency leaders for Screening Committee representatives (due March 24)	March 15
Spring Break	March 27 – April 2
District Engagement: Board president updates District community on search progress and distributes <i>District Survey</i> to internal community via email to solicit feedback on priorities for Position Profile, <i>Preparation: Consultants compile and analyze survey response, prepare District Survey Report</i>	April 17 <i>April 23-24</i>
Board of Trustees: Search & Hire Process <ul style="list-style-type: none"> Board reviews District Survey Report and finalizes Chancellor Expectations/ Priorities. Board reviews Screening Committee composition. Board reviews and approves updates to Search Timeline. 	April 25 Board Meeting
<i>Preparation for Screening Committee Meeting</i> <ul style="list-style-type: none"> HR reviews search logistics HR sends materials (Survey Report, draft Position Profile) to Screening Committee 	<i>May 1-9</i>
Screening Committee Meeting 1: Orientation & Search Planning Consultants and HR meet with Screening Committee members <ul style="list-style-type: none"> Hiring Orientation, Confidentiality, & EEO Training Review Search Process and Committee Meeting/Interview Schedule Review Chancellor Job Description and results of District Survey and Board Expectations Prepare recommendations for Board on Chancellor Job Description and Position Profile 	May 10 (12:30-4:30 p.m.)

Board of Trustees: Finalize Chancellor Position Profile Board (1) reviews search timeline, (2) reviews recommendations from Screening Committee on the Priorities and Leadership Attributes, and (3) finalizes Position Profile to be posted for Chancellor search	May 23 Board Meeting
<i>Preparation for Chancellor Position Launch</i> <ul style="list-style-type: none"> ▪ Consultants meet with Communications, IT to update Chancellor Search Website ▪ Consultants meet with HR to finalize national outreach and recruiting plan ▪ Consultants launch informal recruitment 	April 26 – May 31
Final examination week Memorial Day Holiday	May 21 - 27 May 29
Position OPENS for Applications <ul style="list-style-type: none"> ▪ HR places advertising (regional/national posting) ▪ Board President shares public announcement, solicits nominations from college/community ▪ Consultants begin formal recruiting outreach – local and national networks and media outlets 	June 1
Position CLOSED for Applications <ul style="list-style-type: none"> ▪ Applications should be received by midnight (PST), Monday, July 31, 2023 	July 31 (midnight PST)
<i>Preparation for Screening Committee Review of Applicants</i> <ul style="list-style-type: none"> ▪ HR review of applicants for minimum qualifications ▪ Consultants meet with HR to prepare screening documents ▪ HR sends applicant review materials to Screening Committee 	August 1 – 16
Screening Committee Meeting 2: Candidate Application Review Preparation <ul style="list-style-type: none"> ▪ Orientation for committee to rating process and forms ▪ Establishment of rating criteria 	August 17-18 (TBA) (virtual meeting)
Screening Committee: Candidate Application Review Screening Committee members individually review confidential candidate application packets, submit ratings by midnight September 5	August 19 - September 5
Fall Professional Days First week of Fall Classes Labor Day Holiday	August 17-18 August 21 – 26 September 4
<i>Preparation: Consultants in conjunction with HR prepare report from candidate application review; prepare materials for Screening Committee Meeting 23</i>	September 6-12
Screening Committee Meeting 3: Candidate Selection & Process for First-Level Interviews <ul style="list-style-type: none"> ▪ Consultants and HR meet with Screening Committee members ▪ Select individuals for first-level interviews ▪ Finalize interview protocol (questions and process) 	September 14 9:00 a.m.-12:00 p.m. (in person meeting)
<i>Preparation: Consultants, in coordination w/HR, communicate with candidates; establish in-person interview schedules; finalize materials for Screening Committee for interview consistency</i>	September 15– Oct 11
Screening Committee Meeting 4: First-Level Interviews & Selection of Finalists <ul style="list-style-type: none"> ▪ Consultants and HR support Screening Committee activities ▪ Screening Committee conducts in-person interviews ▪ Committee selects finalists for forums & final interview with Board of Trustees 	October 12-13 (in person interviews)
District & Community Engagement: Notice of Public Forums <ul style="list-style-type: none"> ▪ Board President sends letter to PCCD community to announce finalists and invite participation in public forums ▪ Press Release to external community 	October 16
<i>Preparation for Public Forums & Final Interviews (Consultants/HR)</i> <ul style="list-style-type: none"> ▪ Establish interview schedule & coordinate preparations for forums and interviews ▪ Consultants reach out to individual candidates ▪ Consultants work with the Board to prepare for final interviews ▪ Consultants conduct comprehensive reference and background checks (after securing releases from candidates) 	October 16- 22

Public Forums & Board of Trustees Final Interviews <ul style="list-style-type: none"> ▪ Consultants and HR host public forums with each finalist, collect and compile feedback for Board review ▪ Consultants and HR support Board in interviews of finalists ▪ Consultants share report of comprehensive reference and background checks with Board 	October 25-27 (in person forums & final interviews)
Closed Session Board Meeting (after conclusion of Final Interviews) <ul style="list-style-type: none"> ▪ Board selects top candidate, sets parameters to begin negotiations with final candidate ▪ Contract to be finalized for posting for November Board meeting ▪ Consultants assist in communication with finalists 	October 27-30
<i>Preparation following Board decision: Consultants assist in communication with finalists</i>	<i>October 27-Nov 13</i>
Regular Board Meeting (Item for Chancellor Appointment) <ul style="list-style-type: none"> ▪ Board approves contract for new Chancellor appointment 	November 14 Board Meeting
Communication: <ul style="list-style-type: none"> ▪ Communication with internal and external community ▪ Board President sends letter to PCCD community to announce selection 	November 15
Transition/Consultative Support for New Chancellor <ul style="list-style-type: none"> ▪ Interim Chancellor provides transitional support, onboarding of new Chancellor ▪ Consultants provide consultative support for new Chancellor, as desired by Board and new Chancellor 	November 15 - December 31
Start Date: New Chancellor	January 1, 2024