

## **DRAFT AP 7120 F – Recruitment and Hiring: Interim Managers**

Interim managers will only serve for the time necessary to allow for full and open recruitment for a vacant position, provided that the acting or interim appointments or series of acting or interim appointments shall not exceed one year pursuant to Title 5, nor shall individuals appointed to these Interim Executive management positions be considered for the permanent position. Management positions at the college below that of Vice President, Business Services (i.e., Deans, etc.) may be filled with an interim appointment at the discretion of the supervisor provided that the acting or interim appointment or series of acting or interim appointments shall not exceed one year, pursuant to Title 5.

The remainder of this procedure shall apply to following executive management positions within the District and its Colleges:

- Vice Chancellor
- Associate Vice Chancellor
- President
- Executive Vice President
- Vice President Business Services

Within one (1) month of the formal notice of the vacancy of an executive management position within the VCCCD, the hiring manager (e.g., the Chancellor for Vice Chancellor and Associate Vice Chancellor positions; the President for Executive Vice President and Vice President of Business Services positions) shall indicate if the position is to be refilled or shall remain vacant for a specific duration. If the position is to be refilled, the hiring manager shall indicate when a full recruitment shall commence for the position for which the hiring manager has received formal notice. The hiring manager shall fill a vacant or soon to be vacant position following the appropriate hiring Administrative Procedure (e.g., AP 7120 A-??; Recruitment and Selection of Vice Chancellor; Recruitment and Selection of President... etc.) or alternatively, the hiring manager may indicate that an interim selection shall occur.

The purpose of an interim selection shall be to ensure that the needs of the District/College are met until a permanent selection for a position may be made. Interim selections shall be open to both internal and external recruitment.

Interim positions shall be posted on the Human Resources website for fifteen (15) business days, and also announced through district-wide announcement, and posted to the CCC Registry. The Human Resources Department and two members of the committee described below will review all applications to ensure that the applicants meet minimum qualifications as stipulated in the Board of Governor's approved "Minimum Qualifications for Faculty and Administrators in California Community Colleges" and using VCCCD AP ##### on Determining MQs

The committee composition for all District-level executive management positions shall include:

- 3 administrators (1 from each campus; appointed by the hiring supervisor)
- 1 administrator from the District Office (appointed by the hiring supervisor)
- 3 faculty members (1 from each campus; appointed by each academic senate)

The committee composition for all College-level executive management positions shall include:

- 4 administrators from the college with the vacancy (appointed by the hiring supervisor)
- 1 administrator from the District Office or another college from within the District (appointed by the hiring supervisor)
- 2 faculty members (appointed by the academic senate of the college with the vacancy)
- 2 classified members (appointed by the classified senate of the college with the vacancy)

The Selection Committee will interview applicants, and recommend at least two candidates

(when/if possible) to the hiring manager for second level interviews.

The Board of Trustees shall be informed with through an agenda item whenever the term of an executive management interim appointment approaches is within two three (23) months of the maximum allowed by statute and regulation and (1) if the College/District is planning to fill the position with a full-time employee hired via the appropriate AP or (2) if the position will not be filled due to College/District reorganization.

## **AP 7125 Peralta Community College District**

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### **2. Interim Manager Selection and Appointment Process**

An interim appointment is a temporary appointment to a management position that has been vacated and is deemed necessary to fill on an interim basis until a regular appointment is made. An interim appointment will be made either by appointment or through a recruitment process. An interim appointee will serve for the time necessary to allow for full and open recruitment for the position, provided that the acting or interim appointment or series of acting or interim appointments not exceed one year pursuant to Title 5. The following are the options for selecting an interim administrator:

0. **A. Direct Appointment.** The Chancellor may make a direct appointment based on the immediate needs of the District and upon the approval of the Board.

0. **B. Internal Recruitment.** The Chancellor may authorize the following internal recruitment and selection process open only to regular district employees if the appointment duration is limited to the minimum time necessary to allow for open recruitment.

1. 1. Eligible district employees include administrators, full-time (tenured, tenure-track and categorical) faculty and classified staff.
2. 2. Internal applicants must submit an application, cover letter, resume, and other supporting documentation following the posted application procedures.
3. 3. The Position shall be posted on the Human Resources website and through district-wide announcement for five business days. The Human Resources Department will review all applications to ensure they meet minimum qualifications.
4. 4. The committee composition shall include one administrator as chair appointed by the hiring manager; one faculty member appointed by the district/college (as appropriate) academic senate, one faculty member appointed by PFT; and one classified member appointed by the district/college (as appropriate) classified senate. If the appointing body fails to appoint a member available for scheduled committee activities within five (5) business days, the hiring manager may instruct the committee to proceed without the member.
5. 5. The Selection Committee will interview applicants, and recommend at least two candidates, if possible, to the hiring manager for second level interviews
6. 6. The Chancellor will review the hiring manager's recommendation, and if acceptable, submit it for approval by the Board.

## **AP 6300 Pasadena Community College Area District**

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.