

COLLEGE OF THE SISKIYOU

Procedure Manual

Title: CEO Selection

Adoption Date: October 7, 2008

Revision Date: September 11, 2012; October 9, 2012; October 22, 2013;
May 22, 2014; January 10, 2017

Responsible Area: Superintendent/President

Responsible Office: President's Office

Policy Reference: Accreditation Standard IV.B.1, IV.B.1.j.; Title 5, Sections 53000 et seq.

1. All information related to the hiring of the Superintendent/President must remain confidential before, during and after the final selection or until released at a time determined by the Board of Trustees.
2. The Superintendent/President shall assign the Associate Vice President, Human Resources, in collaboration with the Board of Trustees, the task of overseeing the hiring process for a new Superintendent/President.
3. The job announcement will be reviewed by and approved by the Board of Trustees.
4. The Search Committee shall consist of:
 - a. Two Administrators
 - b. Two Faculty Representatives
 - c. Two CSEA Representatives
 - d. Two ASM Representatives
 - e. Two Student Representatives
 - f. One Trustee Board Member (Chairperson of the committee)
 - g. One Foundation Board Member
 - h. Two Community Members (from two Trustee areas, appointed by the Board)
 - i. Associate Vice President, Human Resources (serving as EEO)
 - j. Community Alternates (should Board chose to select alternates)
5. Committee appointments shall be made by each group (CSEA, ASM, Academic Senate) after consultation with the Superintendent/President or his/her designee. At least one appointee from a – d (listed above) shall be a Yreka-based employee. Attention will be given to forming a committee that represents the college community and provides for a committee with balanced representation of gender and ethnicity. Final approval shall be made by the Associate Vice President, Human Resources and the President of the Board of Trustees.
6. The Selection Committee will be made up of the Board of Trustees as a whole and will conduct reference checks, interviews and site visits for the finalists, as it deems appropriate.

7. Search Committee members may only miss one meeting prior to the interviews. Once the interview process has begun, a member missing a meeting will be removed from the committee and input from the member will not be considered.
8. The Associate Vice President, Human Resources, develops the search timeline in consultation with the Chairperson of the committee and the Board President and publishes a job announcement.
9. The Associate Vice President, Human Resources shall develop timelines for the interviews with the Search Committee.
10. The Search Committee will complete screening and recommend candidates to be interviewed. Then the Committee will conduct interviews and make recommendations of no less than three individuals in unranked order to the Selection Committee. This concludes the Search Committee's role.
11. The Board of Trustees shall interview the finalists and select an individual. The Board may vote to include additional activities within the selection process, including candidate receptions, campus forums or site visits to the campus of finalist(s). The Board of Trustees shall make an offer of employment to the individual selected by a majority of the Board.