

PRESIDENT/SUPERINTENDENT SELECTION

In the case of a President/Superintendent vacancy, the board shall establish a search process to fill the vacancy. The process shall be fair and open and comply with relevant regulations.

The Board will be aided in this task by the Office of Human Resources, and, when deemed appropriate by the Board, the services of professional consultants.

Recruitment procedures shall include, but not be limited to, the following:

1. The preparation of a written job description for the position of President/Superintendent.
2. The preparation of written qualifications (in addition to proper State certification).
3. A statement of the general terms and conditions of employment.
4. The preparation of informative material describing this District and its educational goals.
5. A nationwide distribution of the job announcement.

A screening committee composed of the following members, with a chair chosen by the Board of Trustees, will screen applicants and present the names of appropriately qualified candidates to the Board:

1. One full time student appointed by the ASCR President on the advice of the Student Council. Note: In addition, the student representative to the Board of Trustees shall serve as a member of the Board Screening Committee.
2. Three faculty representatives appointed by the Academic Senate President.
3. Two administrators appointed by the District administrative staff members.
4. Three trustees chosen by the Board of Trustees.
5. One full-time classified employee appointed by the President/Superintendent in consultation with the exclusive bargaining unit representative.
6. One classified manager appointed by the President/Superintendent.
7. Three public representatives, one each from Humboldt, Del Norte, and Mendocino counties, selected by the Board of Trustees.
8. The Vice President, Chief Human Resources Officer/EEO or designated alternate (as a non-voting member).
9. In the event that greater diversity of membership is desired for equal employment opportunity and diversity, the Trustees will request modification of the above recommendations.

No person may be employed as President/Superintendent of this District unless he/she has signed an employment contract with the Board. Such contract shall include the term for which employment is contracted, including beginning and ending dates (said term shall not exceed four years); the salary which the President shall be paid; the intervals at which he/she shall be paid;

the benefits to which he/she is entitled; and such other matters as may be necessary to a full and complete understanding of the employment contract.

Reference: Accreditation Standard IV.B.1, IV.B.1.j.: Title 5, Sections 53000 et seq.; Education Code 72411

Adopted by Board of Trustees: 9/11/05

Former Policy #302: "Employment of President/Superintendent," Adopted by the Board of Trustees: 10/20/75

Amended: 8/15/77, 10/5/87, 7/10/95, 9/14/98, 2/4/03