

COLLEGE OF THE REDWOODS**Board of Trustees Policy No. 304****EMPLOYMENT OF OTHER ADMINISTRATIVE EMPLOYEES**

Whenever an administrative position other than President/Superintendent, Vice President, Associate Vice President, or Campus Vice President shall be vacant, the President/Superintendent will actively seek the most qualified candidate for the position.

The President/Superintendent will be aided by a screening committee which shall be composed as follows:

A. For administrators other than President/Superintendent, Vice President, Associate Vice President, Campus Vice President or Division Dean;

1. Vice President or Associate Vice President of the area of the open position (Eureka campus), Campus Vice President, (Del Norte or Mendocino campus), or designee, who shall act as chairperson;
2. One administrator appointed by the President/Superintendent;
3. Two full-time faculty members appointed by the Academic Senate President;
4. Human Resources Director/EEO, who shall be a non- voting member;
5. One full-time classified employee appointed by the President/Superintendent, in consultation with the exclusive collective bargaining unit representative;
6. One student appointed by the ASCR President on the advice of the Student Council;
7. One classified manager appointed by the President/Superintendent.

B. For Division Dean;

1. Vice President, Academic Affairs (who shall act as Chair), or designee. If there is a designee, the committee shall appoint a Chair;
2. A division administrator appointed by the President/Superintendent;
3. Three faculty members appointed by the Academic Senate President, at least two of whom are selected from the division;
4. Human Resources Director/EEO, who shall be a non-voting member;
5. One full-time classified employee appointed by the President/Superintendent, in consultation with the exclusive bargaining unit representative;
6. One student representative appointed by the ASCR President on the advice of the Student Council;
7. One classified manager appointed by the President/Superintendent.

In establishing the committee membership, the President/Superintendent will consider the composition of the committee with respect to the:

1. Breadth and background of screening committee members in relation to the requisites of the position being filled.
2. Whenever possible screening committees shall include a diverse membership which will bring a variety of perspectives to the assessment of applicants' qualifications.

The screening committee members shall recommend no fewer than two, nor more than three, applicants who in their opinion best meet the position requirements. The President/Superintendent will then make a recommendation to the Board of Trustees. Names of candidates submitted by the committee shall be unranked and a written summary of the candidates' qualifications and supporting materials shall accompany the list of names.

Minimum qualifications for hire as an instructional or student services administrator shall be in keeping with Education Code §87356 and 87359.

The term of employment for educational administrators shall be in accordance with Education Code §72411.

Adopted by Board of Trustees: 10/20/75

Amended: 8/15/77, 6/19/78, 4/2/79, 6/83, 4/2/84, 2/4/91, 7/10/95, 4/7/97, 2/4/03

COLLEGE OF THE REDWOODS**Board of Trustees Policy No. 403**
Administrative Regulation No.**EMPLOYMENT OF CLASSIFIED PERSONNEL**

The Human Resources/EEO Director, or designee will aid the President/Superintendent in the classified personnel employment process. Prior to recruitment, the office of Human Resources shall review all classified positions. The Human Resources/EEO Director, or designee, shall review, authorize, and coordinate all employment testing.

The screening committee will be convened by the Human Resources/EEO Director, or designee, who will work with administrator in the area of the vacancy to coordinate a minimum of three appointments to the committee. In establishing the committee membership, the Human Resources/EEO Director, or designee, will take into consideration the overall composition of the committee with respect to the position being filled, and whenever possible screening committees shall include a diverse membership which will bring a variety of perspectives to the assessment of applicant qualifications. The committee, with the concurrence of the administrator of the area of vacancy, will forward a minimum of two candidates unranked with the committee's rationale to the President/Superintendent for final selection.

Recruitment for vacant positions may be restricted to in-house candidates only when business necessity dictates, i.e., when the filling of the position will result in the elimination of a classified position. Transfers of staff may be accommodated in accordance with the CSEA contract.

Adopted by Board of Trustees: 10/20/75

Amended: 9/19/77, 6/80, 10/22/91, 11/4/91, 2/4/03