

# BOARD BYLAWS

## PALO VERDE COMMUNITY COLLEGE DISTRICT ADMINISTRATIVE PROCEDURE

2431

### Superintendent/President Selection

Reference: Accreditation Standard IV.B.1, IV.B.1.j.; Title 5, Sections 53000 et seq.;  
Education 87100 et seq., 87400, 88003

The Human Resources Manager will distribute these procedures and the District's Equal Employment Opportunity statement to members of the Screening and Interview Committees along with other criteria and guidelines established by the Board for the purpose of Superintendent/President selection.

### Recruitment methods (advertising vacancies, internet postings, etc.)

When a vacancy occurs or is anticipated, announcements will be distributed to appropriate placement offices and agencies, including other institutions. The time schedule for recruitment, screening, and interviews shall be determined by the Board of Trustees.

### Application Materials

To be considered a candidate for any administrative position, the applicant will submit, at minimum:

1. the Palo Verde College application or approved agency application;
2. a resume;
3. a minimum of three (3) references from professional persons having a first-hand knowledge of the applicant's professional qualifications, character, etc.; and
4. Transcripts

Additional documentation may be required and submitted by agencies assisting Palo Verde College with the search process.

### Initial Selection Procedures: Application Reviews

The initial screening of all applications will be accomplished by a Screening Committee appointed by the Board of Trustees. The Screening Committee will examine all applications received in terms of the criteria established by the Board of Trustees. The number of applications will be reduced to no more than ten (10) and no fewer than seven (7) candidates that will be forwarded to the Interview Committee. There shall be no ranking of the candidates on the list forwarded to the Interview Committee.

The Screening Committee shall include at least one faculty member nominated by the Academic Senate, at least one student nominated by the Associated Student Government, at least one classified staff member nominated by CSEA, at least one administrator, at least one member of the Palo Verde College Foundation Board of Directors nominated by that Board and at least one member of the Board of Trustees. The Screening Committee shall have an appropriate balance of membership between the Riverside County and San Bernardino County parts of the District.

## **BOARD BYLAWS**

See below for the composition of the Interview Committee and Interview Procedures.

### **Composition of Interview Committee**

The Interview Committee, also appointed by the Board, shall be composed of nominees from the same groups represented on the Screening Committee with a similar balance of membership between Riverside County and San Bernardino County.

### **Interview Procedures**

Before conducting interviews, the Interview Committee will meet to establish common procedures; common interview format, and uniform time allotment for each interview in order that each will be examined on a consistent basis.

The Interview Committee will recommend a minimum of three (3) finalists to be interviewed by the full Board of Trustees. The list of finalists submitted to the Board of Trustees shall not include a ranking by the Interview Committee.

As part of their selection procedure, the Board and/or its designees may visit a candidate's community and/or campus. The Board of Trustees may conduct any other evaluation methods as they may deem appropriate.

The Board of Trustees will interview final applicants for the Superintendent/President position. These interviews will be done in closed session and will follow a standardized format. Prior to these interviews, the Trustees will be given copies of each finalist's applicant file for their review and study. After all interviews are completed, the Board will choose the most qualified candidate for the position or, if the Board does not feel that any candidate interviewed is qualified for the position, the Board may choose to continue the search.

*(Formerly a part of PVC Board Policy 4140)*

9/7/10 College Council Approval  
10/26/10 Board Information Item