



COMPTON COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE REGULATIONS

AR 2421 CEO/Provost Selection Process

ISSUED: November 17, 2009
REVISED:

The following is agreed upon by the Special Trustee of the Compton Community College District and the Superintendent/President of the El Camino Community College District:

- I. ***Search Committee Establishment:*** To initiate the search, the Special Trustee and the Superintendent/President will establish a search committee consisting of:
 - A. Two administrators, one employed by Compton (who will chair the committee) and one employed by El Camino.
 - B. Five faculty members nominated as follows:
 1. two by the Compton Senate;
 2. one (who is an employee of El Camino) by the El Camino Senate; and
 3. two by the faculty unit of the Federation.
 - C. Two classified employees, one nominated by the classified unit of the Federation, and one unrepresented classified employee nominated by a vote of his or her peers.
 - D. Two students enrolled at the Center nominated by the Associated Student Body.
 - E. One community representative nominated by the Board of Advisors.
 - F. One Equal Employment Opportunity Representative, who shall be a non-voting member of the committee.
- II. ***Search Committee Meetings and Training:*** At the first meeting of the Search Committee (or as soon thereafter as feasible) the Special Trustee and the Superintendent/President will meet with the Search Committee to give the committee its charge, review expectations about the search process and its goals, and present the committee with an initial draft of a position announcement. The search consultant and the Equal Employment Opportunity Representative will also ensure that the committee receives appropriate training about topics like the following:
 - A. The District's and the Center's commitment to equal opportunity, diversity, and student success
 - B. The search and selection process
 - C. The role of the Search Committee and the responsibilities of its members
 - D. Development of screening criteria
 - E. Writing effective interview questions
 - F. The role of the Equal Employment Opportunity Representative
 - G. Reference checking
 - H. Confidentiality



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- III. ***Search Committee Obligations:*** It is the obligation of the Search Committee to evaluate each candidate fully, impartially, and only in terms of the qualifications applicable to the position and identified in the position announcement. Furthermore, each member of the Search Committee has a responsibility to protect the integrity and confidentiality of the process. Breaching the confidentiality of the process is serious offense that risks harming candidates as well as the reputation of the Center and the District. Under some circumstances, an individual who divulges confidential information could also be held personally liable for damages.
- IV. ***Position Announcement:*** With the assistance of the search consultant, the Search Committee will review the draft position announcement presented to it by the Special Trustee and the Superintendent/President. To the extent it deems appropriate, the Committee will propose revisions to the draft for final approval by the Special Trustee and the Superintendent/President.
- V. **Candidate Recruitment**
- A. The Search Committee will, as requested by the search consultant, assist in efforts to recruit a strong and diverse pool of candidates, and will review the application materials of all eligible candidates who apply or are nominated for the position.
 - B. After reviewing the pool, the Special Trustee and the Superintendent/President may require additional recruitment to expand the pool before interviews are commenced.
 - C. Once the Special Trustee and the Superintendent/President determine the size of the pool is adequate, the Committee will interview those candidates who most closely meet the qualifications, desirable skills, attributes and other personal and professional characteristics described in the position announcement.
- VI. ***Candidate List:*** Following the interviews, the Search Committee will consider information from preliminary background and reference checks and recommend a list of unranked candidates as finalists to the Special Trustee and the Superintendent/President. The expectation is that the Search Committee will recommend at least three, but no more than five, finalists for the position.
- VII. ***Visitations:*** If it is feasible, and if they determine it would be worthwhile, the Special Trustee and the Superintendent/President may assign a small group to visit the institutions at which finalists currently work for the purpose of inquiring further into their background and experience. The Special Trustee and the Superintendent/President may also commission or conduct any other additional background checks they deem appropriate.



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- VIII. ***Search Termination:*** The Special Trustee and the Superintendent/President may terminate the search process at anytime or elect not to hire any candidate.
- IX. ***Candidate Appointment:*** Once the Special Trustee of Compton Community College District and the Superintendent/President of El Camino Community College District concur on the selection of a candidate to be retained as CEO/Provost, he or she shall be appointed as District Chief Executive Officer (CEO) by Compton and as Provost of the El Camino College Compton Center by El Camino.

Reference:

Board of Trustees Policy: BP 2420