

# CITRUS COMMUNITY COLLEGE DISTRICT BOARD

## AP 2431 SUPERINTENDENT/PRESIDENT SELECTION

**References:** ACCJC Accreditation Standards IV.BV.1. and IV.B.1.j:  
Title 5 Sections 53000 et seq.

- The Board of Trustees selects a Presidential Search Consultant.
- The Board holds a discussion with the consultant on future goals and expectations for the new CEO. The Board outlines candidate requirements in terms of educational preparation, professional experiences, leadership characteristics and personal qualities.
- The Board sets a specific timeline for the process.
- The college and community are encouraged, through meetings, to give input on their priorities, expectations and qualifications for the new president.
- A Screening Committee is chosen to represent the college's constituent groups. The Screening Committee shall be comprised of the following representatives:
  - Two (2) faculty representatives appointed by the Academic Senate
  - One (1) faculty representative appointed by the Citrus College Faculty Association
  - Two (2) classified representatives appointed by CSEA Chapter 101
  - One (1) adjunct faculty representative appointed by the Citrus College Adjunct Faculty Federation
  - Two (2) student representatives appointed by ASCC
  - Two (2) management representatives appointed by the management team
  - One (1) supervisor/confidential representative appointed by the supervisor/confidential team
  - Up to three (3) management representatives appointed by the Board of Trustees with consideration given to ensure diversity and broad representation including direct report to the superintendent/president
  - Up to two (2) foundation/alumni association representatives appointed by the Citrus College Foundation
  - Up to five (5) community representatives appointed by the Board of Trustees
- The Board of Trustees shall select a Diversity Officer who shall serve as a non-voting member of the Screening Committee. The Diversity Officer should not be a Citrus College employee.

- The Screening Committee meets to establish its expectations, and guidelines, and to develop screening criteria and interview questions, in conjunction with the Search Consultant.
- With input from the Screening Committee and Board of Trustees, a brochure is developed, printed, and distributed by the Search Consultant.
- The Screening Committee establishes the deadline for submission of applications and establishes interview dates within the Board-established timeline.
- The Screening Committee screens the applications. The committee chooses prospective candidates to be interviewed.
- After the interviews of the candidates, the Screening Committee will recommend finalists to move to the final phase of the interview process. There shall be no ranking of the list of finalists forwarded to the Board of Trustees.
- All finalists will participate in a collegewide public forum.
- The Board of Trustees discusses issues, questions, and format for Board interviews, including common procedure, common interview format, and uniform time allotment for each interview to ensure that each interview is conducted on a consistent basis.
- The Board of Trustees will interview final applicants for the Superintendent/President position. These interviews will be conducted in closed session and will follow a standardized format. Prior to these interviews, the Trustees will be given copies of each finalist's file for their review and study.
- The Board of Trustees may establish any other evaluation method(s), as they deem appropriate.
- After all interviews are completed, the Board will select 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 or reopen the search at a later date.
- After the Board selects a candidate, provisions of the superintendent/president's employment will be specified in a written contract that, preferably, has been drafted/reviewed by an attorney proficient in contract law. The employment contract will address term of appointment, compensation, including salary and benefits; the evaluation process; termination procedures, and other terms that have been agreed upon such as specific duties, expense allowances, working conditions, etc. Approval of the superintendent/president's contract will be conducted during a regular Board meeting.

Board Approved	05/19/09
Desk Review	01/18/12
Desk Review	03/19/13
Desk Review	03/14/19
Revised	10/05/21