

# CITRUS COMMUNITY COLLEGE DISTRICT BOARD

## AP 2431            CEO 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 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 Selection Committee is chosen to represent all important constituents. (Example: Citrus 2007 document of Screening Committee) All groups will select their own committee members. The Board will select the community representatives and Diversity Officer Consultant. A committee of 15-20 is recommended.
- The Selection Committee meets to set their mission, expectations, and guidelines. A meeting date calendar is established.
- With input from the Selection Committee, college, community, and Board, a brochure is developed, printed, and distributed by the Search Consultant.
- The Board establishes the deadline for the return of the applications in the timeline.
- The Selection Committee screens the applications. The committee chooses perspective candidates to be interviewed.
- After the interviews of the candidates, the Selection Committee will reduce the number of applicants to no more than 10, and no fewer than 5. The finalists will be sent to the Board for the final interviews. There shall be no ranking of the list of candidates forwarded to the Board.

- The Board discusses issues, questions, and format for Board interviews. They will establish common procedure, common interview format, and uniform time allotment for each interview in order that each will be examined on a consistent basis.
- 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 file for their review and study.
- As part of their selection procedure, after selecting the top candidate/candidates, the Board may visit the candidate's community and/or campus. All Board members participate in this visit.
- The Board may establish any other evaluation methods, as they deem appropriate.
- 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.
- After selection of the candidate by the Board provisions of the CEO's employment will be specified in a written contract that, preferably, has been reviewed by an attorney proficient in contract law. The contract will address (term of appointment, compensation including salary and benefits, the evaluation process, and termination procedures), as well as other terms that have been agreed upon such as specific duties, expense allowances, and working conditions.

Board Approved 05/19/09