

## **Interim Management (Academic or Classified) and Supervisory Positions Hiring Procedures**

*When a management (academic or classified) or supervisory position is newly created or vacated by a former employee, it is the District's decision to determine if the position will be filled by:*

- *recruiting externally,*
- *advertising internally within the District to select an employee on an interim basis while external recruitment is in progress,*
- *filling the position by contracting with an outside person to be employed on an acting basis as a temporary employee, or*
- *filling the position as an independent contractor (self employed contractor or by a third party agency).*

If the determination is made to advertise internally within the District to select an employee on an interim basis within the District, the following steps shall be followed in accordance with Title 5, Sections 53021 & 53022:

- A. Appointment for an interim management position (manager/supervisor), or succession of interim management positions, will not exceed one (1) year in duration. Extensions may be sought and granted in accordance with Title 5, Section 53021 (b)(1), as follows:  
" 'In-house or promotional only' recruitment shall not be used to fill any new opening for any position described in subdivision (a) except when the position is being filled on an interim basis for the minimum time necessary to allow for full and open recruitment; provided however, that no interim appointment or series of interim appointments exceed one year in duration. The Chancellor may approve an extension of up to one additional year if the district demonstrates 'business necessity' as defined in section 53001(b)."
- B. An online posting requisition (staffing request) is required to initiate process.
- C. Job Announcement is required consistent with Title 5, Section 53022 and must be included with position of interim opportunity (internal or external recruitment). The announcement must be reviewed by HR prior to posting.
- D. Advertise internally for five (5) working days.
- E. Internal applicants must submit an application, cover letter, resume and transcripts. Equivalency application form is also required if applicable.
- F. Applications are to be submitted online to Human Resources where they will be initially screened for minimum qualifications in education and experience and reviewed for equivalency as appropriate. Faculty equivalency criteria will be used for academic managers. Equivalency for Academic manager positions will be reviewed by the College President or Vice Chancellor of Human Resources and other managers with expertise in the assignment if needed. Equivalency for Classified managers and supervisors will be reviewed by the Vice Chancellor of Human Resources and other managers with expertise in the assignment if needed.
- G. Applications will be reviewed and interviews conducted by a diverse (whenever possible) committee established by the Chancellor, Vice Chancellor, or President as appropriate. Interview questions and screening criteria will be job related, and a copy provided to Human Resources for the record.
- H. If an internal candidate is not selected, the Chancellor, Vice Chancellor, or President shall determine how the position will be filled as indicated above.

<b>Internal Employees Eligible to Apply:</b>
<ul style="list-style-type: none"><li>• <i>Tenured and Adjunct Faculty</i></li><li>• <i>CSEA Permanent Staff</i></li><li>• <i>Academic and Classified Management Staff</i></li><li>• <i>Supervisory Permanent Staff</i></li><li>• <i>Confidential Permanent Staff</i></li></ul>