

LOS RIOS COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE POSITION HIRING SUMMARY

To be Completed by Committee Chairperson: (President's/Chancellor's Designee)

Position: _____ FTE: _____

College/Work Location: _____ Operating Unit/Department _____

1. Screening Committee:

Chancellor Designee (District Office Position) _____
President Designee (College Position) _____

Immediate Supervisor/Manager Designee _____

Equity Officer/Representative or
Management Designee _____

Two faculty appointed by Faculty Senate President
(Educational Management positions only) _____

2. Interview Committee: (Please complete reverse side of this form)

Names of Recommended Candidates:

Signed _____ Date _____
(Committee Chairperson)

Please forward to District Personnel Office:

- | | |
|--|-----------------------------|
| 1. This form (P-131-0) | 4. Screening Criteria |
| 2. Equity Report (P-130) | 5. Interview Questions |
| 3. Recommendation for Employment (P-673-0) | 6. Individual Rating Sheets |

Ethnicity Codes: 1 American Indian 2 Asian 3 Black 4 Hispanic 5 White

2. Interview Committee: (Shall include women and one or more ethnic minorities)

<u>Representative</u>	<u>Name</u>	<u>Ethnicity</u>
A. <u>Chairperson</u> Chancellor or Management Designee (District position) President or Management Designee (College position)	_____	_____
B. <u>Supervisor or Management Designee</u>	_____	_____
C. <u>Equity Officer/Representative (Mgmt.)</u>	_____	_____
D. For Educational Management Positions:		
1. <u>Faculty Member</u>	_____	_____
2. <u>Faculty Member</u>	_____	_____
Additional faculty members for Dean II level or below only:		
3. <u>Faculty Member</u>	_____	_____
4. <u>Faculty Member</u>	_____	_____
E. For College Positions <u>District management representative</u> , appointed by the Chancellor (Optional for area dean positions).	_____	_____
F. For District Positions <u>College President or Management Designee</u>	_____	_____
G. For Classified Management Positions <u>Faculty or classified with expertise in area</u> , approved by the Chancellor (District) or President (College).	_____	_____
H. <u>Outside Consultant</u> (if appropriate)	_____	_____
I. <u>Classified representative</u> (if not selected in G above)	_____	_____