

UHCC Policy Chapter 9, Personnel

UHCC9.XXX Recruitment, Selection, and Appointment of Community College
Chancellors

Effective Date:

Responsible Office: Office of the Vice President for Community Colleges

Governing Board of Regents Policy: 9.212 Executive and Managerial Personnel
Policies (Section III.D.3)

Review Date: (Effective Date plus 35 months)

I. Purpose

The successful recruitment and appointment of the Chancellor for a community college is a critical process for both the campus and the UH Community College system. This policy establishes the broad parameters for this recruitment and selection and is intended to provide for an orderly transition in leadership for the campus.

II. Executive Policy

A. Appointment and Approval of the Chancellor

In accordance with UH BOR policy 9.212, the Vice-President for Community Colleges makes the selection and is the appointing authority for the Chancellor. The President of the University System approves the appointment upon the recommendation of the Vice-President.

B. Qualifications for Chancellor

The minimum qualifications for the Chancellor shall be those established in the official position description maintained by the University. Desirable qualifications and the position description may be added, modified, or deleted to reflect the needs of the campus, subject to approval of the Vice-President for Community Colleges and the UH Community College Equal Employment Officer.

C. Procedures

1. Candidate Advisory Committee

A Candidate Advisory Committee (CAC) shall advise the Vice-President for Community Colleges during the search and selection process. The CAC shall consist of a broad representation of campus and community constituencies. The exact size and composition of the CAC shall be

determined in consultation with the campus governance groups but must include faculty, staff, students, Native Hawaiian Council, administrative, and community members.

The respective faculty, student, staff, and Native Hawaiian Councils shall nominate two individuals for each CAC member representing their constituency.

The Vice-President for Community Colleges shall determine the final composition of the CAC. The UH Community College Equal Employment Officer shall also approve the CAC membership to ensure the CAC provides adequate diversity.

The CAC shall be supported by a search coordinator appointed by the Vice-President for Community Colleges.

2. Recruitment

The recruitment for the Chancellor shall include minimally

- Notice in the Work at UH website;
- Notice in the Chronicle for Higher Education;
- Notice to national professional organizations;
- Notice to organizations supporting recruitment for executive positions of individuals in underrepresented groups.

An executive search firm may be employed to provide assistance in the recruitment process.

3. Selection

The CAC shall review all applications in accordance with established equal employment opportunity procedures.

A preliminary slate of candidates shall be selected from the pool of applicants for an initial interview with the CAC. The initial interview may be conducted electronically.

The finalists for the positions shall be selected by the CAC for a campus visit. The visit will include an additional interview with the CAC, interviews with the executive/management team, public presentations by the candidates, and interviews with the Vice-President for Community Colleges and University president.

Upon completion of the visits, the CAC shall submit an assessment of the strengths and weaknesses of the finalists to the Vice-President. The Vice-President shall consider these comments as well as comments from attendees at the public presentations, and the other interviews in making a final selection and recommendation to the President.

D. Selection without Recruitment

In unusual circumstances and with the unanimous consent of the campus governance groups, the Vice-President may make a selection by appointing an existing executive/managerial employee to the Chancellor position.

E. Interim Appointment as Chancellor

In the event that the Chancellor position becomes vacant before a permanent Chancellor is appointed, the Vice-President may appoint an interim Chancellor after consultation with campus governance groups.