



REQUEST TO ANNOUNCE ADMINISTRATOR OR EXECUTIVE POSITION

Interview Committee Updated 1/15/2021

DATE: _____

☐ INITIAL ANNOUNCEMENT ☐ RE-ANNOUNCEMENT ☐ AMENDMENT

POSITION: _____ POSITION CODE #: _____
(Available from Human Resources)

DISTRICT OFFICE: ☐ Hayward ☐ Dublin ☐ Livermore ☐ CHABOT COLLEGE ☐ LAS POSITAS COLLEGE

REPLACEMENT FOR _____ (Attach copy of letter of resignation, if applicable.)

SERVICE ASSIGNMENT: ☐ Full-time ☐ Part-time (indicate amount: _____ %)

FIRST DAY OF ACTIVE SERVICE: _____ ANNOUNCE POSITION (date): _____

FINAL DEADLINE TO ACCEPT APPLICATIONS: _____ (The minimum open period for administrative vacancies is 4 weeks)

ADMINISTRATOR IN CHARGE OF POOL: _____

A. DESIRABLE/PREFERRED QUALIFICATIONS: List other job related knowledge, skills/aptitude, etc. that will be given consideration in the total evaluation of the applicant. **Use of desirable or preferred qualifications is discouraged. However, if used, should be job-related and at a minimum.**

1. _____
2. _____
3. _____
4. _____

APPLICATION PROCEDURE: Unless otherwise notified, Human Resources will use the following on **ALL** job announcements:

THE FOLLOWING MUST BE SUBMITTED: A current, original, District Administrator application form, a resume of all professional preparation and experience, a cover letter, and transcripts (photocopy acceptable). Other extraneous material will not be considered.

DISTRIBUTION OF JOB ANNOUNCEMENTS: There is an automatic standard distribution made for all positions being announced the lists are available for review in Human Resources. If you desire special distribution to other personnel, related business, trade schools, colleges or universities, etc. Please attach typed envelopes or labels to this request.

APPLICATION SCREENING/REVIEW AND INTERVIEW COMMITTEES

As per the [Chabot-Las Positas Community College District Administrator Represented Hiring Procedures](#), please list below your recommended names of Committee Members. If there are any changes after submitting, Committee Chair must submit in writing or by email to the Human Resources immediately.

*Application Screening/Review Committee (Stage 1):

One Administrator (Chairperson)	
Administrators	
	XXX Rajinder Samra
	Amy Mattern
	Tamica Ward
Faculty (One proposed by Academic Senate; One proposed by Faculty Assoc.)	XXXXXXXXXXXXXXXXXXXXX
	Thomas Orf (Faculty Association)
	Jill Oliveira (Academic Senate appointee)
Classified Reps (One Classified proposed by SEIU and Classified Senate)	XXXXXXXXXXXXX
	Mike Alvarez (SEIU)
	David Rodriguez (Classified Senate)
Student (as appropriate)	
Other	

Date(s) of Screening/Review:

*Interview Committee (Stage 1):

One Administrator (Chairperson)	
Administrators	
Faculty (One proposed by Academic Senate; One proposed by Faculty Assoc.)	
Classified Reps (One Classified proposed by SEIU and Classified Senate)	
One Student (as appropriate)	
Other:	

Date(s) of Interview:

*Interview Committee (Stage 2**):

Date(s) of Interview:

REFERENCE: *Please designate a Chairperson; **If deemed appropriate.

AUTHORIZATION TO ANNOUNCE POSITION

Funding is available: Yes ☐

No ☐

641000

SS

SS

Budget Account Number:

%

%

(Must be completed before position is announced)

Budget Officer Initials

SUBMITTED BY: Sheri Moore

1/4/2021

REVIEWED BY:

Signature of responsible Administrator or designee
as appropriate

Date

Signature of next level Administrator or designee
as appropriate

Date

APPROVED BY PRESIDENT OR DESIGNEE

AS APPROPRIATE:

1/4/2021

APPROVED BY CHANCELLOR OR DESIGNEE

AS APPROPRIATE:

Dyrell Foster

Initial

Date

Initial

Date

FOR HUMAN RESOURCES USE

Information on this form verified by:

Vice Chancellor or Designee

Date



REQUEST TO ANNOUNCE FACULTY POSITION

DATE: _____

☐ INITIAL ANNOUNCEMENT ☐ RE-ANNOUNCEMENT ☐ AMENDMENT

POSITION: _____ POSITION CODE #: _____
(Available from Human Resources)

CHABOT COLLEGE ☐ LAS POSITAS COLLEGE ☐

REPLACEMENT FOR _____ (Attach copy of letter of resignation if applicable.)

STATUS OF POSITION: ☐ First-Year Contract ☐ Temporary Leave Replacement

SERVICE ASSIGNMENT: ☐ Full-Time ☐ Part-Time (indicate amount: _____ %)

PERIOD OF EMPLOYMENT: ☐ FALL SEMESTER ☐ SPRING SEMESTER

FIRST DAY OF ACTIVE SERVICE: _____ ANNOUNCE POSITION (date): _____

FINAL DEADLINE TO ACCEPT APPLICATIONS: _____

ADMINISTRATOR IN CHARGE OF POOL: _____

List below any bona fide occupational qualifications/requirements of this position that you will likely seek in screening applications and in interviewing applicants. No changes can be made once the announcement is distributed unless amended.

A. MINIMUM REQUIREMENTS-EDUCATION/EXPERIENCE: List degrees, certificates, license and/or experience, and other legal and mandatory requirements.

1. _____
2. _____
3. _____
4. _____

B. PARTICULAR JOB CHARACTERISTICS OR REQUIREMENTS: List selection criteria – All selection criteria must be job related, essential to perform the work and capable of being demonstrated or measured.

1. _____
2. _____
3. _____
4. Evidence of a sensitivity to and an understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of of community college students, including those with physical and learning disabilities.

C. DESIRABLE/PREFERRED QUALIFICATIONS: List other job related knowledge, skills/aptitude, etc. that will be given consideration in the total evaluation of the applicant. **Use of desirable or preferred qualifications is discouraged. However, if used, should be job-related and at a minimum.**

1. _____
2. _____
3. _____
4. _____

APPLICATION PROCEDURE: Unless otherwise notified, Human Resources will use the following on **ALL** job announcements:

THE FOLLOWING MUST BE SUBMITTED: A current, original, District Administrator application form, a resume of all professional preparation and experience, a cover letter, and transcripts (photocopy acceptable). Other extraneous material will not be considered.

NOTE: ATTACH ADDITIONAL PAGE(S), IF NECESSARY.

APPLICATION SCREENING/REVIEW AND INTERVIEW COMMITTEES

As per the CLPCCD Faculty Hiring Procedures, please list below your recommended names of Committee Members. (**IMPORTANT:** Changes must be submitted in writing to the Human Resources.)

***Application Screening/Review Committee (Stage 1**):**

Date(s) of Screening/Review:

***Interview Committee (Stage 1**):**

Date(s) of Interview:

***Administrative Interview Committee (Stage 2**):**

Date(s) of Interview:

***Post Interview Committee (Stage 3**):**

Date(s) of Interview:

REFERENCE: *Please designate a Chairperson
 **Administrative Rule and Procedure 6-3 (Hiring Procedure for Faculty)

DISTRIBUTION OF JOB ANNOUNCEMENTS: There is an automatic standard distribution made for all positions being announced the lists are available for review in Human Resources. If you desire special distribution to other personnel, related business, trade schools, colleges or universities, etc. **ATTACH TYPED ENVELOPES OR LABELS TO THIS REQUEST.**

AUTHORIZATION TO ANNOUNCE POSITION

Funding is available: Yes ☐ No ☐

Budget Account Number: _____ % _____ %
(Must be completed before position is announced) Budget Officer Initials

SUBMITTED BY: Erick O. Bell
Signature of responsible Administrator or designee Date
as appropriate

REVIEWED BY: Kristina Whalen
Signature of next level Administrator or designee Date
as appropriate

APPROVED BY PRESIDENT OR DESIGNEE
AS APPROPRIATE:

Dyrell Foster 9/14/21
Initial Date

APPROVED BY CHANCELLOR OR DESIGNEE
AS APPROPRIATE:

Initial Date

FOR HUMAN RESOURCES USE

Information on this form verified by: _____
Vice Chancellor or Designee Date