

## BROOKDALE COMMUNITY COLLEGE

### BOARD POLICY

#### 1.3035

##### **I. Title of Policy**

Presidential [SearchScreening](#) Process

##### **II. Objective of Policy**

To establish a [searchscreening](#) and hiring process when a vacancy in the Office of the College President occurs.

##### **III. Authority**

N.J.S. 18A:64A-12, General Powers of Boards [and Board Bylaw 1.2050 Duties and Responsibilities.](#)

##### **IV. Policy Statement**

- A. When a vacancy in the Office of the College President occurs or is anticipated, the Board of Trustees (the "Board") shall appoint a presidential [screening earch](#) committee, ~~that, if it is to contain persons other than trustees, is~~ broadly representative of the College community.
- B. The Board shall ~~develop a charge to~~ the [searchscreening](#) committee ~~after an which will initially require~~ assessment of the needs of the College, ~~and a recommendation to the Board of criteria for the selection of the new president.~~—The [searchscreening](#) committee shall provide appropriate opportunities for the College community to comment upon the needs of the College and the development of criteria for selection of a new President.
- C. The Board shall establish a timetable for the [searchscreening](#) which will ensure that the Office of President is filled in a timely manner.
- D. The Board may adopt, modify, or reject the [searchscreening](#) committee's assessment of the needs of the College and [will determine the final the committee's recommended](#) criteria for selection of a new President.
- E. Based upon the selection criteria established by the Board, the [searchscreening](#) committee shall arrange for appropriate public

advertisement of the vacant position, shall review all applications received, and select candidates to be interviewed by the [searchscreening](#) committee.

- F. The [searchscreening](#) committee shall recommend to the Board in unranked order the candidates deemed most qualified for appointment. Only applicants interviewed by the [searchscreening](#) committee shall be recommended to the Board.
- G. The Board shall interview candidates recommended by the [searchscreening](#) committee and shall make such further inquiries as the Board deems appropriate. If the Board determines not to appoint any of the candidates recommended by the [searchscreening](#) committee it shall direct the committee to continue the search process and to recommend additional appointment candidates.
- H. Interviews of applicants by the [searchscreening](#) committee and interviews of recommended candidates by the Board shall be conducted in private. The committee and Board evaluations of applicants and deliberations thereon shall be kept confidential and shall be conducted in private.
- I. The Board shall provide appropriate resources to enable the [searchscreening](#) committee to discharge its responsibilities effectively.
- J. The Board shall comply with all appropriate laws and policies regarding Equal Employment and Educational Opportunity to conform to the non-discriminatory position of the College.

## V. **RESPONSIBILITY FOR IMPLEMENTATION**

Board of Trustees

Approved: Board of Trustees  
6/29/95

[Proposed Revision: January 2014](#)