

Las Positas College
Vice President, Administrative Services
Recruitment Timeline and Selection Committee Information

Job Posting - Open Date	October 7, 2019
Composition of Selection Committee Approved	October 25, 2019
First Selection Committee Meeting Review Recruitment Timeline, Draft First Level Interview Questions, Review Screening Criteria, and Decide Upon Writing Assignment, Presentation, or Test	November 5, 2019 2:00 pm to 3:30 pm VPSS Conference Room, Room 1669
Job Posting - Close Date	November 14, 2019
Application Review Begins	November 15, 2019
Application Review Deadline	November 22, 2019
Second Selection Committee Meeting Selection of Candidates to Invite to First Level Interviews, Finalize First Level Interview Questions, and Finalize Writing Assignment, Presentation, or Test	December 3, 2019 2:00 pm to 3:30 pm VPSS Conference Room, Room 1669
First Level Interviews Selection of Candidates to Invite to Second Level Interviews and Confirm Second Level Interview Selection Committee Participants	December 12, 2019 8:00 am to 5:00 pm VPSS Conference Room, Room 1669
Second Level Interviews Selection of Finalist to be Followed by Professional Reference Checks	January 23, 2020 8:00 am to 12:00 pm President's Office, Room 1680
LPC, HUMAN RESOURCES, and BOARD DEADLINES	
To LPC President's Office	February 3, 2020 (tentative)
LPC Executive Staff Review	February 4, 2020 (tentative)
To Human Resources Office by 12:00 p.m. (noon)	February 5, 2020 (tentative)
Board Meeting	February 18, 2020 (tentative)
Start Date	March 2, 2020 (tentative)

Chabot-Las Positas Community College District, Administrative Selection Procedures

<http://www.clpccd.org/HR/documents/HiringProceduresManagementSelectionProcedures3-27-13.pdf>

- Administrator Chairperson: William Garcia
- Administrators: Elizabeth David, Nan Ho, Vicki Shipman
- Supervisor: Sean Prather
- Faculty: (3 required)
- Classified Professionals: (2 required)