



# REQUEST TO ANNOUNCE ADMINISTRATOR OR EXECUTIVE POSITION

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):**

**Date(s) of Screening/Review:**

|   |  |
|---|--|
| One Administrator (Chairperson)   |  |
| Administrators  |  |
|   |  |
|   |  |
| Faculty<br>(One proposed by Academic Senate;<br>One proposed by Faculty Assoc.) |  |
|   |  |
|   |  |
| Classified Reps<br>(One Classified proposed by SEIU<br>and Classified Senate)   |  |
|   |  |
|   |  |
| Student (as appropriate)  |  |
| Other   |  |
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**\*Interview Committee (Stage 1):**

**Date(s) of Interview:**

|   |  |
|---|--|
| One Administrator (Chairperson)   |  |
| Administrators  |  |
|   |  |
|   |  |
| Faculty<br>(One proposed by Academic Senate;<br>One proposed by Faculty Assoc.) |  |
|   |  |
|   |  |
| Classified Reps<br>(One Classified proposed by SEIU<br>and Classified Senate)   |  |
|   |  |
| One Student (as appropriate)  |  |
| Other:  |  |
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**\*Interview Committee (Stage 2\*\*):**

**Date(s) of Interview:**

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

