



Office of Supervisory Support Services Guide: C-30 Policies

Please be aware of the following policy regarding the C-30 process for Principals and Assistant Principal (AP) positions:

- The hiring and selection process for all Principal and AP positions is governed by the [Chancellor's Regulation C-30](#). Before any Principal or AP can be placed as appointed in a school, they must be selected via the C-30 process.
- Upon placement of an interim acting Principal or AP, the position must be posted in the next posting period. Click to access the [2016-2017 C-30 posting calendar](#).
- If there is an insufficient pool of candidates to proceed with the C-30 process, then the position may be recanvassed one time only and this must be done immediately on the next available posting date. If a position needs to be recanvassed more than once and there is an interim acting candidate currently in place, the hiring manager must email Jill Goldberg at jgoldbe@schools.nyc.gov to officially request an exception.
- Once a position is posted the C-30 process must commence immediately and be completed within 90 days in accordance with Chancellor's Regulation C-30. In order to complete the entire process the timeline below should be followed:
 - Level I interviews must be completed within 30 days of the close of the posting. (Keep in mind the CSA requires 15 days' notice to provide and/or approve a representative.)
 - Level II interviews must be completed within two weeks after the Level I interviews are completed.
 - The School Leadership Team (SLT) must be reconvened no later than two weeks after receiving background clearance (and approval from Laura Feijoo, for Principals only).
 - After the SLT is reconvened, the request for an appointment letter must be sent to the [C-30 Coordinator](#) in the Office of Supervisory Support Services immediately.