SUMMARY OF CHANGES

This Regulation governs the process of selection and appointment of Principals and Assistant Principals. It supersedes Regulation C-30 dated April 10, 2014.

Changes:

- This Regulation is effective for supervisory selection processes commenced after June 30, 2015. Section I
- The Office of Supervisory Support Services promulgates guidance regarding the prior pedagogic experience requirements for Principals and Assistant Principals. Section VII(D)(3)
- Borough Field Offices will maintain records of membership on the Level I Committee for the schools and programs they support. Section XI(B)(1)
- Supervisory representation on Level I Committees for community district positions is either a supervisor from the school at which the vacancy exists or from another school in the district, but if none is available, a supervisor from a school in the borough. Section XI(C)(1)
- Supervisory representation on Level I Committees for non-community school district positions is either a supervisor from the school at which the vacancy exists or a supervisor from another school in the borough. Section XI(E)(1)
- On Level I Committees, the designee of the Cluster is replaced by a designee of the Superintendent. Sections XI(C)(1), XI (E)(1), and XI(G)(3)(b)
- Any member of a C-30 committee who breaches confidentiality may be removed from the process and barred from future service on C-30 committees. Section XVII(B)
- Principals who were appointed or assigned as interim acting Principals prior to February 1, 2008, the date the Principal Candidate Pool was established, are eligible for automatic inclusion in the Pool if they received satisfactory annual ratings as an appointed or interim acting Principal and meet the minimum eligibility requirements for Principals established by the State Education Department. Such Principals are not eligible to apply for a Principal's position unless they have at least seven years of prior pedagogic experience. Section VIII
- Language added to clarify that rejections for cause apply only to appointments made by community superintendents. Section XI(A)(1)(a)
- Inconsistent language eliminated to clarify that rejection for cause of Community Superintendent Principal and Assistant Principal appointments is handled by the Senior Deputy Chancellor or his/her designee on behalf of the Chancellor. Section IX(A)(1)(a)

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1. Level I Committee Form
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3. Agreement of Confidentiality/Certification Form
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ABSTRACT

This Regulation governs the process of selection, assignment, and appointment of Principals and Assistant Principals. It supersedes Chancellor's Regulation C-30 dated April 10, 2014.

I. INTRODUCTION

This Regulation is effective for supervisory selection processes commenced after June 30, 2015. It sets forth procedures to be followed in the selection, assignment, and appointment of Principals and Assistant Principals. It is intended to ensure that the supervisory selection process is equitable and based on principles of merit and fitness. Collective bargaining agreements also may contain provisions pertinent to the supervisory selection process. This regulation does not pertain to the filling of vacancies pursuant to lawful excessing and reversion procedures which are governed by provisions of state law and union contract, or to transfers by Community Superintendents or the Chancellor pursuant to state law or collective bargaining agreement.

II. DEFINITION OF VACANCY

For purposes of this Regulation, a vacancy is defined as a position that is newly created or that is unfilled because of the transfer, resignation, retirement, terminal leave, promotion, termination, or death of the incumbent.

III. LICENSURE/QUALIFYING ELIGIBLE LISTS

Only those applicants who are on qualifying supervisory eligible lists based on possession of a Certificate of Eligibility for Supervisory Placement issued by the Division of Human Resources may apply for supervisory positions.

IV. NOTICE OF VACANCY

A. All vacancies shall be posted on the Department of Education's ("DOE's") website. These postings shall constitute the required notice of vacancy. The Department of Education's Division of Human Resources may conduct additional outreach and place advertisements in newspapers and other media. Advertisements must include the minimum eligibility requirements for the position.

B. To enable potential candidates to learn of vacancies and have reasonable time to submit applications, vacancies will be posted a minimum of 15 calendar days.

V. FILING PROCEDURES

Candidates must apply for vacancies using the DOE website. An e-mail address is required to apply.

VI. APPLICATIONS

The Division of Human Resources will maintain a list of all applicants for posted positions.

VII. SELECTION CRITERIA FOR PRINCIPALS AND ASSISTANT PRINCIPALS

In addition to meeting minimum eligibility requirements established by law and Chancellor's Regulations, applicants for positions of Principal and Assistant Principal must demonstrate their capacity to lead a school in which all students are on track to graduate from high school ready for college and careers, as measured by current DOE accountability structures. Furthermore, applicants for the position of Principal and Assistant Principal must meet the following educational, managerial, administrative, and pedagogic experience qualifications:

A. Instructional Leadership

1. Supporting implementation of rigorous, engaging and coherent curricula.
2. Ensuring research-based, effective instruction that yields high quality student work.

3. Ensuring that assessment practices are aligned to curricula and inform instruction.

B. School Culture

1. Establishing and maintaining structures for positive learning environment, inclusive culture, and student success.
2. Establishing and supporting a culture of learning that communicates high expectations for all learners.

C. Structures for School Improvement

1. Aligning resources to support school goals and meet student needs.
2. Fostering support for a school-wide theory of action and goals across the school community.
3. Supporting and evaluating teachers through a research-based, common teaching framework.
4. Engaging teacher teams in collaborative practices using the inquiry approach to improve classroom practice.
5. Regularly evaluating school level decisions with a focus on rigorous and engaging curriculum standards.

D. Prior Pedagogic Experience

1. Principals must have at least seven years of prior full-time experience in a pedagogic position[1] to be eligible for selection and appointment.
2. Assistant Principals must have at least five years of prior full-time experience in a pedagogic position[2] to be eligible for selection and appointment.
3. The Office of Supervisory Support Services will promulgate guidance regarding the prior pedagogic experience requirements for Principals and Assistant Principals.

Candidates must meet educational requirements established by the State Education Department. In addition, candidates' record of performance in comparable positions will be evaluated via methods such as review of resume, review of past performance evaluations, and reference checks.

VIII. PRINCIPAL CANDIDATE POOL

All new candidates must meet the minimum eligibility requirements established by the State Education Department and must participate in an evaluation by the Office of Leadership aligned with the selection criteria set forth in Section VII above before they may be placed into a pool of candidates eligible to apply for advertised positions (Principal Candidate Pool or Pool). Evaluation results will be maintained by the Office of Leadership and will be available for hiring managers.

Individuals who have fewer than seven years of prior pedagogic experience are eligible to be evaluated for admission to the Principal Candidate Pool, but are not eligible to apply for Principal positions unless they have at least seven years of prior pedagogic experience, as defined in Section VII above.

[1] Qualifying prior pedagogic positions for Principals are: classroom teacher, dean, instructional coach, guidance counselor, school social worker, Assistant Principal, teacher assigned, education administrator, and all pedagogic supervisory titles contained in the Collective Bargaining Agreement between the CSA and the DOE.

[2] Qualifying prior pedagogic positions for Assistant Principals are: classroom teacher, dean, instructional coach, guidance counselor, school social worker, teacher assigned, education administrator, and all pedagogic supervisory titles contained in the Collective Bargaining Agreement between the CSA and the DOE.

Principals who were appointed or assigned as prior to February 1, 2008, the date the Principal Candidate Pool was established, are eligible for automatic inclusion in the Pool if they received satisfactory annual ratings as an appointed or interim acting principal and meet the minimum eligibility requirements for Principals established by the State Education Department. However, such Principal are not eligible to apply for Principal positions unless they have at least seven years of prior pedagogic experiences as defined in Section VII(D) of this Regulation.

IX. RECRUITMENT

A. To expand recruitment of Principals, parents and staff may recommend qualified individuals to the Office of Leadership for inclusion in the Principal Candidate Pool. The Office of Leadership will contact the individuals and provide information on the process for applying to the Principal Candidate Pool.

B. To expand recruitment of Assistant Principals, parents and staff may recommend qualified individuals to Principals for consideration as Assistant Principal candidates.

C. The Office of Leadership or the Division of Human Resources may notify Pool members of specific opportunities in their areas of expertise.

X. TRANSFERS

A. Application for Inter-District Transfer to Advertised Vacancy in License Area

The Level I Committee must interview the five most senior supervisors who apply for transfer to an advertised vacancy in the license area in which they are serving. This transfer provision is governed by Article IX-A of the Agreement between the Board of Education and the Council of Supervisors and Administrators (CSA).

B. Supervisory-Pedagogical Intra-District Transfer Plan

Article IX-C of the Agreement between the Board of Education and CSA permits the establishment of a voluntary pool of supervisors who may be transferred within their districts. Supervisors must have completed probation to be eligible for inclusion in the pool. The pool lasts for a two-year period, and is renewable for additional two-year periods. Supervisors may reject a transfer only once during the two-year period and may opt out of the pool only at the time they reject a transfer. Transfers pursuant to Article IX-C of the Agreement are not subject to the procedures set forth in this regulation.

C. Transfers of Principals by Superintendents or the Chancellor

Pursuant to State Education Law, in certain circumstances the Chancellor and the Community Superintendent may transfer Principals without a C-30 process.

XI. SELECTION PROCESS

A. Delegations of Authority

1. The following delegations of authority have been made via memoranda:

   a. The Chancellor has delegated the authority to reject for cause the appointment of all Principals and Assistant Principals made by Community Superintendents to the Senior Deputy Chancellor or his/her designee.

   b. The Chancellor has delegated the authority to appoint Principals of high schools to High School Superintendents.

   c. The Chancellor has delegated the authority to appoint Principals of District 75 schools to the District 75 Superintendent.

   d. The Chancellor has delegated the authority to appoint Principals of District 79 programs to the District 79 Superintendent.

e. The Chancellor has delegated the authority to appoint Assistant Principals in high schools, District 75 schools, and District 79 programs to the Principals of those schools.

f. The Chancellor has delegated the authority to consult with School Leadership Teams prior to the appointment of Principals to the High School Superintendents, District 75 Superintendent, and District 79 Superintendent, for schools and programs under their respective jurisdictions.

g. The Chancellor has delegated the authority to consult with School Leadership Teams prior to the appoint of Assistant Principals in high schools, District 75 schools, and District 79 programs to the Principals of those schools and programs.

B. General Procedures

1. The Borough Field Offices will maintain records of membership on the Level I Committee on a Level I Committee Form for the schools and programs they support (see Attachment No. 1).

2. The appointing authority (Superintendent for Principal positions/Principal for Assistant Principal positions) shall serve as the "Hiring Manager".[3]

3. The selection process for positions under the jurisdiction of community school districts consists of two steps: Level I and Level II. For Principal positions, the appointment is made by the Community Superintendent as set forth more fully below. For Assistant Principal positions, the selection and appointment are made by the Principal.

4. The selection process for high school positions consists of two steps: Level I and Level II. For Principal positions, the selection and appointment are made by the High School Superintendent. For Assistant Principal positions, the final selection and appointment are made by the Principal.

5. The selection process for District 75 positions consists of two steps: Level I and Level II. For Principal positions, the selection and appointment are made by the District 75 Superintendent. For Assistant Principal positions, the selection and appointment are made by the Principal.

6. The selection process for District 79 positions consists of two steps: Level I and Level II. For Principal positions, the selection and appointment are made by the District 79 Superintendent. For Assistant Principal positions, the selection and appointment are made by the Principal.

7. The Hiring Manager should form the Level I Committee within 30 days of the date the Hiring Manager receives the list of eligible applicants, and sets the date for interviews. The constituent groups on the School Leadership Team shall select their representatives for the Level I Committee. However, if parents from the School Leadership Team are not available to serve on the Level I Committee, the Chairperson of the Level I Committee shall offer the officers of the school's Parent Association the opportunity to serve. If parents from the School Leadership Team and Parent Association officers are not available to serve, then the Hiring Manager will authorize the President of the Parent Association to identify alternative methods to designate parents to serve on the Committee, subject to the approval of the Hiring Manager. The Hiring Manager may waive the minimum number requirement at any time. Upon receipt of applications, the Hiring Manager shall conduct a preliminary review of all applicants from the pool of eligible candidates. The Hiring Manager shall review the applications submitted, and may consult with other DOE employees. The

[3] Community Superintendents who do not delegate to Principals the authority to appoint Assistant Principals shall serve as the hiring manager for Assistant Principals.

Hiring Manager will identify 3-5 candidates for evaluation by the Level I Committee and may conduct interviews. If a minimum of 3 candidates cannot be identified, the position may be reposted on the DOE website.

8. The Level I Committee interviews the candidates submitted by the hiring manager. Attachment No. 2, "Proper Interviewing Techniques," must be consulted for guidance on appropriate interviewing techniques. A copy of this Regulation along with Attachment No. 2 should be made available to all committee members at least one week prior to the orientation and pre-interview meeting of the committee.

9. After interviews have been completed, the Level I Committee, as a whole, must discuss the merits of each applicant interviewed and each member must complete rating sheets for all candidates. The Chairperson of the Level I Committee must submit the rating sheets to the Hiring Manager along with any other information/recommendations the Level I Committee wishes to submit regarding applicants interviewed. The Level I Committee shall complete its review, including rating candidates, within 60 days of the date the Committee was formed by the Hiring Manager.

10. The Hiring Manager shall consider the application materials, along with ratings, evaluations, and any recommendations submitted by the Level I Committee, and also may consider the applicant's results on the Principal Candidate Pool evaluation when determining which candidates to interview at Level II.

11. If the Hiring Manager evaluates the candidates and determines that no selection can be made, a request may be made to re-advertise the position, and it will be reposted on the DOE website.

C. Level I Committee for Community School District Positions

1. Principal Positions

- One supervisor from the school or another school in the same community district, but if none is available, a supervisor from a school in the same borough;
- Two UFT members;
- One school support staff member represented by D.C. 37, Local 372;
- Four to seven parents;
- One designee of Superintendent (chairperson);
- One designee of intermediary organization, as appropriate[4].

2. Assistant Principal Positions

- One supervisor from the school or another school within the same community district, but if none is available, a supervisor from a school in the same borough;
- Two UFT members;
- One school support staff member represented by D.C. 37, Local 372;
- Four to seven parents;
- One designee of the Superintendent;

[4] An intermediary organization is an organization that serves as the lead partner (such as a university, youth development agency, non-profit or other educational organization) in the development and ongoing support of new schools or small learning communities, as recognized by the Office of School Design and Charter Partnerships. The intermediary organization may delegate its seat to a local community-based organization (known as CBO partner) that maintains an ongoing working relationship with an individual school. Questions regarding intermediary organizations should be directed to the Office of School Design and Charter Partnerships.

- One designee of intermediary organization, as appropriate (see footnote 4, p. 5);
- Principal (chairperson).[5]

The Level I Committee must interview and evaluate the candidates submitted to it by the Hiring Manager.

D. Level II and Appointment Process for Community School District Positions

1. At Level II, the Hiring Manager shall consider the ratings, evaluations, and recommendations submitted by the Level I Committee, and also may consider the applicant's results on the Principal Candidate Pool evaluation. In addition, the hiring manager may interview the candidates and/or utilize other professional evaluation techniques other than written tests.
2. Prior to the appointment of a Principal, the Superintendent must consult with members of the School Leadership Team. Prior to the appointment of an Assistant Principal, the Principal must consult with members of the School Leadership Team.[6] The Division of Human Resources will establish procedures and timeframes for such consultations.
3. Assistant Principal and Principal appointments are subject to rejection for cause by the Senior Deputy Chancellor or his/her designee on behalf of the Chancellor.

E. Level I Committee for High School, District 75, and District 79 Positions

1. Principal Positions
   - One supervisor from the school or another school in the same borough;
   - Two UFT members;
   - One school support staff member represented by D.C. 37, Local 372;
   - Four to seven parents;
   - One to two students (for high schools only);
   - One designee of the Superintendent (chairperson);
   - One designee of intermediary organization, as appropriate (see footnote 4, p. 5).
2. Assistant Principal Positions
   - One supervisor from the school or another school in the same borough;
   - Two UFT members;
   - One school support staff member represented by D.C. 37, Local 372;
   - Four to seven parents;
   - One to two students (for high schools only);
   - One designee of the Superintendent;
   - One designee of intermediary organization, as appropriate (see footnote 4, p. 5);
   - Principal (chairperson).

[5] Community Superintendents who do not delegate to Principals the authority to appoint Assistant Principals shall serve as the chairperson.

[6] Community Superintendents who do not delegate to Principals the authority to appoint Assistant Principals must consult with the School Leadership Team prior to the appointment of an Assistant Principal.

The Level I Committee must interview and evaluate the candidates submitted to it by Hiring Manager.

F. Level II and Appointment Process for High School, District 75, and District 79 Positions

1. At Level II, the Hiring Manager shall consider the ratings, evaluations, and recommendations submitted by the Level I Committee, and also may consider the applicant's results on the Principal Candidate Pool evaluation. In addition, the hiring manager may interview candidates and/or utilize other professional evaluation techniques other than written tests prior to making an appointment.

2. Prior to the appointment of a Principal, the high school, District 75, or District 79 Superintendent, as appropriate, must consult with the members of the School Leadership Team. Prior to the appointment of an Assistant Principal, the high school, District 75, or District 79 Principal, as appropriate, must consult with the members of the School Leadership Team. The Division of Human Resources will establish procedures and timeframes for such consultations.

G. Executive Principal Selection Process

1. Eligibility Criteria

In addition to the criteria set forth in Section VII of this Regulation, candidates for Executive Principal also must meet the following selection criteria:

a. a minimum of three years of experience as Principal of an established school or four years of experience as a founding Principal of a new school; and

b. a sustained record of significant, broad-based increases in student achievement, as shown by progress report metrics (for current NYC Principals) as well as other quantitative indicia of student achievement growth (for all applicants).

2. Application Process

An Executive Principal posting will be on the DOE's website throughout the year. Applicants for Executive Principal positions should submit their résumés via the DOE's website. Applications will be reviewed and evaluated by the Division of Human Resources and the Division of Academics, Performance and Support for evidence that they meet eligibility criteria. Only applicants determined to be qualified by the Division of Human Resources will be eligible for Executive Principal positions.

3. Level I for Executive Principal

a. The hiring manager will identify a minimum of two qualified candidates to participate in Level I interviews, and may conduct interviews. If there is only one applicant for the position who has been reviewed and deemed qualified by the Division of Human Resources, the hiring manager may proceed with that candidate.

b. The composition of the Level I Committee for Executive Principal positions is:

- One supervisor from the school or another school in the same community district (for community district positions), or a supervisor from another school in the same borough (for high school positions);
- Members of the School Leadership Team, except the Principal;
- One designee of the Superintendent (chairperson);
- One designee of intermediary organization, as appropriate (see footnote 4, p. 5).

4. Level II for Executive Principal

   The hiring manager should consider the ratings, evaluations, and recommendations submitted by the Level I Committee and may interview the candidates and/or utilize other professional evaluation techniques other than written tests.

5. Appointment process for Executive Principal

   a. Prior to the appointment of an Executive Principal, the Superintendent must consult with members of the School Leadership Team.

   b. Executive Principal appointments in community district schools are subject to rejection for cause by the Senior Deputy Chancellor or his/her designee on behalf of the Chancellor.

H. Confidentiality of C-30 Process/Required Certification Forms

All matters concerning applicants, interviewing, selection of candidates, and the deliberations and recommendations of the Level I Committee are of a highly confidential nature. Information concerning applicants that was learned outside of the selection process shall not be revealed during the selection process. Information concerning applicants shall not be revealed except as may be required by law or Regulation. All Level I Committee members must sign the Agreement of Confidentiality/Certification Form (see Attachment No. 3).

No one may serve on a Level I Committee if s/he is a close relative or member of the household of any applicant interviewed for the position. In addition, by executing the Agreement of Confidentiality/Certification Form, each committee member affirms that s/he has reviewed the list of candidates selected for interview, that there is no impediment to his/her serving on the committee in a fair and unbiased manner, and that to the best of his/her knowledge, s/he is not the subject of an investigation by the Office of Special Investigations, Office of Personnel Investigation, the Special Commissioner of Investigation, the Office of Equal Opportunity, or any law enforcement or other agency.

Members of the School Leadership Team also must sign an Agreement of Confidentiality Form (see Attachment No. 4).

I. Staff Involvement

1. General

   a. Staff members may not serve on Level I Committees or participate in the selection of faculty who will serve on the Level I Committee for specific positions for which they are applicants.

   b. UFT, CSA, and DC 37 staff members on the School Leadership Team who are full-time employees of the school and have received annual satisfactory ratings for the prior three years are eligible to serve on Level I Committees. Staff who are the subject of an investigation by the Office of Special Investigations, the Office of Personnel Investigations, the Special Commissioner of Investigation, the Office of Equal Opportunity, or any law enforcement or other agency, or who are suspended or the subject of disciplinary proceedings, are ineligible to serve.

2. UFT Representation

   a. The two UFT representatives must be from the school's School Leadership Team. The UFT Chapter Chair is not a required member of the Level I Committee. However, if such representatives are not available, the UFT may designate other UFT representatives from the school at which the vacancy exists to serve on the Level I Committee.

   b. Substitutes may not serve on Level I Committees.

c. If no designee is appointed after 15 calendar days of the request for participation, the committee may move forward with the Level I interview process without UFT representation.

3. School Support Staff Representation

a. The DC 37, Local 372 representative must be from the school's School Leadership Team.[7] However, if there is no representative on the School Leadership Team, the DC 37 District Chair shall designate another representative from the school at which the vacancy exists.

b. If no designee is appointed after 15 calendar days of the request for participation, the committee may move forward with the Level I interview process without DC 37 representation.

4. Supervisory Representation

a. The CSA shall designate supervisors to serve on Level I Committees.

b. Only properly selected supervisors who are appointed in their positions are eligible to serve on Level I Committees. Interim-acting supervisors are ineligible to serve on Level I Committees.

c. If no designee is appointed after 15 calendar days of the request for participation, the committee may move forward with the Level I interview process without CSA representation.

J. Parent Involvement

1. All parent representatives must be parents, guardians, or persons in parental relation to children currently attending a public school where the vacancy occurs and must be members of the School Leadership Team. However, if parents from the School Leadership Team are not available to serve on the Level I Committee, the Chairperson of the Level I Committee shall offer the officers of the school's Parent Association the opportunity to serve. If parents from the School Leadership Team and Parent Association officers are not available to serve, then the appointing Superintendent (or Principal for Assistant Principal positions) will authorize the President of the Parent Association to identify alternative methods to designate parents to serve on the Committee, subject to the approval of the Hiring Manager. The Hiring Manager may waive the minimum number requirement at any time.

2. Parents may not serve on a Level I Committee if they are the subject of an investigation by the Office of Special Investigations, the Office of Personnel Investigations, the Special Commissioner of Investigation, the Office of Equal Opportunity, the Office for Family and Community Engagement, or any law enforcement or other agency.

3. Parents may not serve on a Level I Committee in any school in which they are employed. Parents who are employed in other schools are eligible to serve on Level I Committees unless the parent's immediate supervisor is a candidate for the position.

K. Student Involvement (High Schools Only)

All student representatives must be students currently attending the high school at which the vacancy exists and must be on the School Leadership Team. They must be at all times students in good standing.

[7] Parent Coordinators are not eligible to serve on the School Leadership Team in the school at which they are employed.

XII. INTERIM-ACTING ASSIGNMENTS

Hiring Managers should anticipate, post, and complete the selection process by the time a vacancy actually occurs. If this is not possible, an interim-acting supervisor may be assigned temporarily by the Hiring Manager, in accordance with procedures promulgated by the Chief Executive Officer of the Division of Human Resources. The process used to place a supervisor in an interim-acting assignment is not to be used as a substitute for the interview and selection process outlined in the Regulation.

Interim-acting supervisors must possess the appropriate state certification and meet any experience requirements for the position, including the prior pedagogic experience requirements set forth in Section VII (D) above. In addition, interim-acting Principals must be in the Principal Candidate Pool, except in exigent circumstances, when the Senior Deputy Chancellor or his/her designee may authorize assignment of an interim-acting Principal prior to completion of an evaluation for the Principal Candidate Pool. Parent Associations should be notified concerning the person assigned on an interim-acting basis.

Hiring Managers must notify the Division of Human Resources of all interim-acting assignments prior to the effective date of the assignment.

XIII. GENERAL PROCEDURES FOR IMPLEMENTATION OF THE C-30 PROCESS

A. Interviews must not be scheduled during periods when applicants or committee members are unavailable because of religious observance.

B. Except for Executive Principal interviews, Level I interviews must be conducted after school hours.

C. Written records must be kept of interviews, attendance at meetings, and ratings.

D. Interviews may be scheduled during the summer provided that all committee members and those applicants to be interviewed are available.

E. Resumes must be maintained in a secure location to ensure confidentiality.

F. During a pre-interview meeting to be held immediately preceding the candidates' interviews, the Level I Committee must decide on specific questions to be asked during the interviews. Each candidate must be asked the same questions in the same order. It is suggested that at least 4 or 5 questions that yield evidence of the selection criteria set forth in Section VII be asked. Follow-up questions may be asked, and need not be established in advance, but they must relate to the candidate responses given and not be leading questions which give hints about the appropriate answer to the question. The same approximate amount of time should be allowed for each interview. Committee members should determine acceptable key answers at the time they set the questions.

G. Reasonable notification must be given to the committee members and to applicants regarding the date, time, and place of meetings.

H. A standardized rating sheet must be utilized by all Level I Committee members during each Level I process.

I. No alternate committee members are authorized to serve once the selection process has begun. No substitution of representatives is permitted.

J. Where a Level I Committee meeting has been scheduled with reasonable notification provided to committee members, the Level I Committee may proceed with its work even if a member(s) of the committee is absent.

K. References indicated on applications of candidates may be checked only by the Hiring Manager or the Division of Human Resources.

L. The Division of Human Resources shall provide technical assistance and interpretation on the implementation of this regulation. In its discretion, the Division of Human Resources

may assign an observer to the committee to ensure that the selection process comports with the regulation and is fair and equitable. No other observers are permitted.

M. The Chancellor reserves the right to waive this Regulation or any portion(s) thereof if s/he determines it to be in the best interests of the school system. Requests for waivers from the Chancellor regarding the prior pedagogic experience requirements set forth in Section VII above shall be directed to the Senior Deputy Chancellor's designee at 52 Chambers St., Room 320, New York, NY 10007. Requests for all other waivers from the Chancellor shall be directed to the Chief Executive Officer of the Division of Human Resources, 65 Court St., Room 405, Brooklyn, NY 11201.

XIV. TIME LIMIT FOR COMPLETION OF SELECTION PROCESS

Vacancies should be filled within three months of the date of the posting.

XV. APPOINTMENT AND ASSIGNMENT

The Division of Human Resources must ensure that all candidates' backgrounds and performance levels meet all necessary qualifications and criteria and that the names of candidates recommended for appointment are submitted to the Office of Special Investigations, the Office of the Special Commissioner of Investigation, and the Office of Personnel Investigations for clearance.

XVI. COMPLAINT PROCEDURES

These procedures are not intended to modify or waive any grievance procedures that are part of collective bargaining agreements.

A. Any complaint concerning the selection process shall be referred to the Chancellor.

B. Time-Frame for Filing Complaints

1. Any complaint concerning the selection process must be filed within 15 days of the date of the alleged violation or within 15 days of the date that the complainant became aware of the violation.

   If the complaint is not filed on time, the complainant must show good cause as to why it was not filed in accordance with the established time-frame.

2. Complaints should be filed in writing with supporting evidence/documentation of the alleged violation.

3. Upon receipt of a complaint, the Chancellor or designee will initiate an appropriate investigation into the matter and issue a ruling in writing within 20 days of the completion of the investigation.

XVII. PENALTIES FOR INAPPROPRIATE ACTION/MISCONDUCT

A. There will be strict penalties for any retaliation against committee members or their children by DOE personnel on the basis of their participation or rating on C-30 selection committees.

B. Anyone who breaches the confidentiality of the C-30 process is subject to removal from the process and may be barred from future service on C-30 committees.

C. Any perceived attempt to influence committee members involved in supervisory selection committees must be reported immediately to the Office of the Special Commissioner of Investigation for the New York City School District, 80 Maiden Lane – 20th floor, New York, NY 10038.

D. Any member of a Community or Citywide Education Council who attempts to interfere or become involved in the selection and appointment process of supervisors will be subject to removal from office. This interference must be reported immediately to the Office of the Special Commissioner of Investigation for the New York City School District at the above address.

XVIII. INQUIRIES

Inquiries pertaining to this regulation should be addressed to:

Telephone:	*Office of Supervisory Support Services*	Fax:
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