



Supervisory Support FAQs: Requesting a CSA Representative for a C-30 Committee

➤ **When is a CSA representative required?**

For all principal and assistant principal level 1 interviews, a CSA representative is required on the C-30 committee.

➤ **Who can serve as a CSA representative?**

The CSA representative must be an appointed CSA member in good standing. Interim Acting supervisors are ineligible to serve on a C-30 committee.

For Community School District 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.

For High School, District 75, and District 79 Positions

One supervisor from the school or another school in the same borough.

According to the [Chancellor's Regulation C-30](#)

CSA 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 Investigation, 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.

➤ **Does the CSA representative need to be approved in advance?**

Yes, CSA's approval must be requested at least 15 days prior to the level 1 interviews.

➤ **What happens if you hold the level 1 interviews without requesting the CSA approval?**

It is critical that you follow the approval process. If level 1 interviews are held with a CSA representative that was not approved by the CSA, then those interviews are considered invalid and will have to be repeated.

➤ **Who is responsible for requesting the CSA approval?**

For principal C-30s

The CSA representative is requested by the [C-30 Coordinator](#) in the Office of Supervisory Support Services.

For assistant principal C-30s

The CSA representative is requested by the principal who is the hiring manager for the position.

➤ **How is the CSA approval requested?**

The CSA must be notified, and their approval requested, via email at least 15 days in advance of the interview date. If you have an appointed CSA member in good standing who is available and willing to serve on the committee, then you can propose a representative to the CSA for approval. If you do not have a representative in mind, then you can request one and the CSA will provide a representative to serve on the committee and attend the level 1 interviews.

To request a CSA representative, you must email the CSA (C30@csa-nyc.org) at least 15 days in advance, using one of the below email templates.

Email Template – If you are asking the CSA to approve your proposed representative

Please review the proposed CSA representative below for C-30 Level 1 interviews.

These interviews are for the following position that was posted:

Position License Area: _____

School DBN: _____

Level I Interview Details:

Date: _____

Time: _____

Location: _____

Proposed CSA Representative:

Name: _____

Current License Area: _____

Current School DBN: _____

If this proposed CSA representative is not approved, please provide another CSA representative for these interviews.

Email Template – If you are asking the CSA to provide a representative

Please provide a CSA representative for the below C-30 Level I interviews.

These interviews are for the following position that was posted:

Position License Area: _____

School DBN: _____

Level I Interview Details:

Date: _____

Time: _____

Location: _____

➤ **Once you receive the CSA approval, what should you do with it?**

Always keep a copy of the CSA approval email you receive. Also print a copy for the C-30 file, which is given to the HR Director to archive after the C-30 is completed.

➤ **What if the CSA does not respond to a request for approval?**

The CSA generally responds to email requests within a few business days. If you request a CSA representative or approval of a proposed representative, and you do not receive a response from the CSA, then you are advised to follow up with them via email as a courtesy. However, if you properly request the representative and do not receive a response from the CSA, then you can move forward with the interviews without a representative present. Please make sure you keep a copy of the Outlook Sent Item(s) to show that the representative was properly requested in the required timeframe.

➤ **Who is responsible for inviting the CSA representative to the interviews?**

If you proposed the representative to the CSA

You are responsible for inviting the representative to the interviews. You should not propose a CSA representative without first confirming that they are available.

Note: While it is not technically required, it is in your best interest to request confirmation from the CSA representative after you invite them and to keep a copy of the confirmation.

If the representative was provided by the CSA

The CSA is responsible for inviting the representative to the interviews. However, if the interviews are rescheduled for any reason, you are responsible for notifying the representative of the new date and time.

➤ **What if the approved CSA representative is unable to attend the interviews?**

This question covers a few possible scenarios.

Important: If any of these scenarios occur, always notify the C-30 Coordinator immediately and keep them apprised of the situation.

1. If the approved CSA representative needs to reschedule and they notify you more than two business days prior to the interviews (but they are still available and willing to serve on the committee), then you must reschedule the interviews.
2. If the approved CSA representative notifies you more than two business days prior to the interviews that they are no longer able to serve, then you must contact the CSA immediately via email to propose or request a new representative. These situations are evaluated on a case-by-case basis. Depending on the situation, the interviews may need to be rescheduled.
3. If the approved CSA representative notifies you within two business days of the interviews that they are unable to attend, then you must notify the CSA immediately via email. You should try to find a new representative and request CSA approval before the interviews. However, if this is not possible on short notice, then you can move forward with the interviews without a representative present.

➤ **What if the CSA representative does not show up for the level 1 interviews?**

You should immediately contact the [C-30 Coordinator](#) by phone and also notify the CSA by email. If you are unable to reach the C-30 Coordinator by phone, then contact the Office of Supervisory Support Services at (718) 935-2822.

As long as the CSA representative was approved by the CSA, and notified* of the interview date, time, and location, then you will most likely be able to proceed with the interviews without them. (But you must check with us first.) Before you proceed, it is

in your best interest to make sure you have copies of (1) the CSA approval email; and (2) the invitation* sent to (or better yet, the confirmation* received from) the CSA representative.

**Note: If you proposed the representative, then it was your responsibility to invite them to the interviews, and you should have a copy of the invitation and/or confirmation. If the representative was provided by the CSA, then you can assume the representative was invited by the CSA, and you would not necessarily have a copy of the invitation and/or confirmation.*

➤ **Who should you contact for more information or assistance?**

If you need assistance or you are not sure how to proceed, you can always contact the [C-30 Coordinator](#) for your school. If you have an urgent issue and you are unable to reach the C-30 Coordinator by phone, then contact the Office of Supervisory Support Services at (718) 935-2822.