



Regulation of the Chancellor

Category: PEDAGOGICAL PERSONNEL

Number: C-30

Subject: REGULATION GOVERNING THE SELECTION, ASSIGNMENT AND APPOINTMENT OF PRINCIPALS
AND ASSISTANT PRINCIPALS

Page: 1 of 1

Issued: 2/1/08

SUMMARY OF CHANGES

This regulation governs the process of selection and appointment of principals and assistant principals, and supersedes C-30 Regulation dated October 10, 2007.

Changes:

- The Talent Office will evaluate candidates to determine whether they meet the selection criteria set forth in Section VII. Applicants who meet selection criteria will be placed into a pool of eligible candidates who may apply for advertised positions.
- The locations from which supervisory members on Level I Committees may be drawn have been expanded.



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Page: 1 of 1

Issued: 2/1/08

TABLE OF CONTENTS

<u>SECTION</u>	<u>PAGE</u>
I. INTRODUCTION	1
II. DEFINITION OF VACANCY	1
III. LICENSURE/QUALIFYING ELIGIBLE LISTS	1
IV. NOTICE OF VACANCY	1
V. FILING PROCEDURES	1
VI. APPLICATIONS	1
VII. SELECTION CRITERIA FOR PRINCIPALS	2-3
VIII. TRANSFERS	3
IX. SELECTION PROCESS	3-9
- Delegations of Authority	3-4
- General Procedures	4-5
- Level I Committee for Community School District Positions	5-6
- Level II and Appointment Process for Community School District Positions	6
- Level I Committee for High School, District 75, and District 79 Positions	6-7
- Level II for High School, District 75, and District 79 Positions	7
- Confidentiality	7
- Staff Involvement	7-8
- Parent Involvement	8-9
- Student Involvement (High Schools Only)	9
- School Support Organizations	9
X. INTERIM-ACTING ASSIGNMENTS	9
XI. GENERAL PROCEDURES FOR IMPLEMENTATION	9-10
XII. TIME LIMIT FOR COMPLETION OF SELECTION PROCESS	10
XIII. APPOINTMENT AND ASSIGNMENT	10
XIV. COMPLAINT PROCEDURES	10-11
XV. PENALTIES FOR INAPPROPRIATE ACTION/MISCONDUCT	11
XVI. INQUIRIES	11

ATTACHMENTS

1. LEVEL I COMMITTEE FORM
2. PROPER INTERVIEWING TECHNIQUES
3. AGREEMENT OF CONFIDENTIALITY/CERTIFICATION FORM



Regulation of the Chancellor

Category: PEDAGOGICAL PERSONNEL

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Page: 1 of 11

Issued: 2/1/08

ABSTRACT

This regulation governs the process of selection, assignment and appointment of principals and assistant principals. It supersedes Chancellor's Regulation C-30 dated October 10, 2007.

I. INTRODUCTION

This regulation 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 Talent Office 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 fifteen (15) calendar days.

V. FILING PROCEDURES

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

VI. APPLICATIONS

The Talent Office will maintain a list of all applicants for posted positions.



Regulation of the Chancellor

Category: PEDAGOGICAL PERSONNEL

Number: C-30

Subject: REGULATION GOVERNING THE SELECTION, ASSIGNMENT AND APPOINTMENT OF PRINCIPALS
AND ASSISTANT PRINCIPALS

Page: 2 of 11

Issued: 2/1/08

VII. SELECTION CRITERIA FOR PRINCIPALS

In addition to meeting minimum eligibility requirements established by law and in Chancellor's regulations, applicants for the principal position must meet the following educational, managerial and administrative qualifications and performance record criteria:

- A. Uses data to set high learning goals and to develop plans for improving student learning.
 - 1. Articulates a clear vision for high student achievement throughout the school community. Holds self and others accountable for student learning.
 - 2. Demonstrates strong evidence of using data to understand trends and patterns in student learning, set goals, plan, allocate resources, implement plans, and monitor and modify instruction.
 - 3. Demonstrates ability to develop school culture and practices that rely on data to inform adult learning, professional development and decision-making at the school.
- B. Leverages deep knowledge of curriculum, instruction, and assessment to improve student learning.
 - 1. Demonstrates ability to evaluate and deploy curricula, instructional approaches and assessment tools to accelerate student learning.
 - 2. Demonstrates ability to improve classroom teaching by observing, evaluating and coaching teachers and staff.
- C. Develops and shares school leadership.
 - 1. Demonstrates ability to build leadership capacity among staff and to build strong teams.
 - 2. Demonstrates ability to stimulate high performers, coach and challenge low performers to improve, and dismiss poor performers who do not improve.
 - 3. Demonstrates strong evidence of establishing systems that promote learning, collaboration, and communication.
 - 4. Demonstrates strong evidence of effective listening to parents, students and the school community. Demonstrable ability to proactively engage the school community around the school's learning goals.
- D. Manages resources to improve student learning.

Demonstrates strong evidence of ability to allocate and manage budgets and resources effectively and to align youth development and support services in support of learning goals.
- E. Fosters a culture of excellence through personal leadership.
 - 1. Demonstrates strategic leadership and shows strong evidence of aligning stated goals and leadership behaviors. Demonstrates strong evidence of adapting appropriately in response to the situation, audience, and demands.



Regulation of the Chancellor

Category: PEDAGOGICAL PERSONNEL Number: **C-30**
Subject: REGULATION GOVERNING THE SELECTION, ASSIGNMENT AND APPOINTMENT OF PRINCIPALS AND ASSISTANT PRINCIPALS Page: 3 of 11
Issued: 2/1/08

2. Demonstrates strong evidence of bringing projects to completion and managing time in relation to student learning goals.
3. Welcomes and acts on performance feedback.
4. Demonstrates emotional fortitude and perseveres in the face of obstacles.

The Talent Office will evaluate candidates to determine whether they meet the selection criteria set forth in Section VII. Applicants who meet selection criteria will be placed into a pool of eligible candidates who may apply for advertised positions.

VIII. TRANSFERS

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

The Level I Committee must interview the five (5) 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 (2) year period, and is renewable for additional two (2) year periods. Supervisors may reject a transfer only once during the two (2) 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.

IX. SELECTION PROCESS

A. Delegations of Authority

The following delegations of authority have been made via memoranda:

1. Community superintendents have delegated the authority to appoint assistant principals in community school district schools to principals.
2. The Chancellor has delegated the authority to reject for cause the appointment of all principals to the Chief Talent Officer.
3. The Chancellor has delegated the authority to appoint principals in high schools to high school superintendents.
4. The Chancellor has delegated the authority to appoint principals of District 75 schools to the District 75 Superintendent.
5. The Chancellor has delegated the authority to appoint principals of District 79 programs to the District 79 Superintendent.



Regulation of the Chancellor

Category: PEDAGOGICAL PERSONNEL

Number: C-30

Subject: REGULATION GOVERNING THE SELECTION, ASSIGNMENT AND APPOINTMENT OF PRINCIPALS
AND ASSISTANT PRINCIPALS

Page: 4 of 11

Issued: 2/1/08

6. 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.

B. General Procedures

1. ISC Human Resources offices will maintain records of membership on the Level I Committee on a Level I Committee Form (see Attachment No. 1).
2. 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 more fully set forth below. For assistant principal positions, the selection and appointment are made by the principal.
3. The selection process for high school positions consists of two steps: Level I and Level II. For principal positions, the selection and appointment is made by the high school superintendent. For assistant principal positions, the final selection and appointment is made by the principal.
4. The selection process for District 75 positions consists of two steps: Level I and Level II. For principal positions, the selection and appointment is made by the District 75 Superintendent. For assistant principal positions, the final selection and appointment is made by the principal.
5. The selection process for District 79 positions consists of two steps: Level I and Level II. For principal positions, the selection and appointment is made by the District 79 Superintendent. For assistant principal positions, the final selection and appointment is made by the principal.
6. The appointing authority (superintendent for principal positions/principal for assistant principal positions) shall serve as the "Hiring Manager".
7. The Hiring Manager should form the Level I Committee within thirty (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 parent(s) 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, the Hiring Manager may waive the minimum number requirement and/or may authorize use of alternative methods to designate parents to serve on the Committee. The School Support Organization for the school also may designate a representative for the Level I Committee.

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



Regulation of the Chancellor

Category: PEDAGOGICAL PERSONNEL

Number: C-30

Subject: REGULATION GOVERNING THE SELECTION, ASSIGNMENT AND APPOINTMENT OF PRINCIPALS AND ASSISTANT PRINCIPALS

Page: 5 of 11

Issued: 2/1/08

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 must be made available to all committee members at the orientation 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 make regarding applicants interviewed. The Level I Committee shall complete its deliberations, including rating candidates, within sixty (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 recommendations submitted by the Level I Committee, 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 readvertise the position, and it will be reposted on the DOE website.
- C. Level I Committee for Community School District Positions
1. Assistant Principal Positions
 - One (1) supervisor from the school or another school within the same community district supported by the same School Support Organization, but if none is available, a supervisor from a school within the same borough supported by the same School Support Organization, but if none is available, a supervisor from a school within the same borough;
 - Two (2) UFT members;
 - One (1) school support staff member represented by D.C. 37, Local 372;
 - Four (4) to seven (7) parents;
 - One (1) designee of School Support Organization;
 - One (1) designee of intermediary organization¹;
 - Principal (chairperson).

¹ 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 Portfolio Development. 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. In the event that the intermediary organization is affiliated with or part of the Partnership Support Organization, only one designee will represent both the Partnership Support Organization and the intermediary organization.



Regulation of the Chancellor

Category: PEDAGOGICAL PERSONNEL

Number: C-30

Subject: REGULATION GOVERNING THE SELECTION, ASSIGNMENT AND APPOINTMENT OF PRINCIPALS AND ASSISTANT PRINCIPALS

Page: 6 of 11

Issued: 2/1/08

2. Principal Positions

- One (1) supervisor from the school or another school within the same community district supported by the same School Support Organization, but if none is available, a supervisor from a school within the same borough supported by the same School Support Organization, but if none is available, a supervisor from a school within the same borough;
- Two (2) UFT members;
- One (1) school support staff member represented by D.C. 37, Local 372;
- Four (4) to seven (7) parents;
- One (1) designee of School Support Organization (for schools that are part of the Learning Support or Empowerment Schools Organization); Representative of Human Resources (for schools that are part of the Partnership Support Organization) (chairperson);
- One (1) designee of Partnership Support Organization (only for schools that are supported by the Partnership Support Organization);
- One (1) designee of intermediary organization (see footnote 1, p. 6).

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

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

- At Level II, 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. Principal appointments are subject to rejection for cause by the Chief Talent Officer on behalf of the Chancellor.

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

1. Assistant Principal Positions

- One (1) supervisor from the school or another school within the same borough supported by the same School Support Organization, but if none is available, a supervisor from a school within the same borough (for high schools only);²
- Two (2) UFT members;
- One (1) school support staff member represented by D.C. 37, Local 372;
- Four (4) to seven (7) parents;
- One (1) to two (2) students (for high schools only);
- One (1) designee of School Support Organization;
- One (1) designee of intermediary organization (see footnote 1, p. 6);
- Principal (chairperson).

2. Principal Positions

- One (1) supervisor from the school or another school within the same borough supported by the same School Support Organization, but if none is available, a supervisor from a school within the same borough (for high schools only);²

² Supervisors for District 75 and District 79 vacancies may come from any school within the District.



Regulation of the Chancellor

Category: PEDAGOGICAL PERSONNEL

Number: C-30

Subject: REGULATION GOVERNING THE SELECTION, ASSIGNMENT AND APPOINTMENT OF PRINCIPALS AND ASSISTANT PRINCIPALS

Page: 7 of 11

Issued: 2/1/08

- Two (2) UFT members;
- One (1) school support staff member represented by D.C. 37, Local 372;
- Four (4) to seven (7) parents;
- One (1) to two (2) students (for high schools only);
- One (1) designee of School Support Organization (for schools that are part of the Learning Support or Empowerment Schools Organization); Representative of Human Resources (for schools that are part of the Partnership Support Organization) (chairperson);
- One (1) designee of Partnership Support Organization (only for schools that are supported by the Partnership Support Organization);
- One (1) designee of intermediary organization (see footnote 1, p. 5).

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

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

At Level II, the Hiring Manager should consider the ratings, evaluations, and recommendations submitted by the Level I Committee, and may interview candidates and/or utilize other professional evaluation techniques other than written tests prior to making an appointment.

G. 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 OSI, SCI or any law enforcement or other agency.

H. 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 been rated satisfactorily for the prior three years are eligible to serve on Level I Committees. Staff who are the subject



Regulation of the Chancellor

Category: PEDAGOGICAL PERSONNEL

Number: C-30

Subject: REGULATION GOVERNING THE SELECTION, ASSIGNMENT AND APPOINTMENT OF PRINCIPALS
AND ASSISTANT PRINCIPALS

Page: 8 of 11

Issued: 2/1/08

of an investigation by the Office of Special Investigations, the Special Commissioner of Investigation or any law enforcement or other agency, or who are the subject of disciplinary proceedings are ineligible to serve.

2. UFT Representation

- a. The two (2) UFT representatives must be from the school's School Leadership Team. 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 fifteen (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 D.C. 37, Local 372 representative must be from the school's School Leadership Team. However, if there is no representative on the School Leadership Team, the D.C. 37 District Chair shall designate another representative from the school at which the vacancy exists.
- b. If no designee is appointed after fifteen (15) calendar days of the request for participation, the committee may move forward with the Level I interview process without D.C. 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 who are not appointed in any supervisory title are ineligible to serve on Level I Committees.
- c. If no designee is appointed after fifteen (15) calendar days of the request for participation, the committee may move forward with the Level I interview process without CSA representation.

I. 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, the appointing superintendent (or principal for assistant principal positions) may waive the minimum number requirement and/or may authorize use of alternative methods to designate parents to serve on the Committee.



Regulation of the Chancellor

Category: PEDAGOGICAL PERSONNEL Number: **C-30**
Subject: REGULATION GOVERNING THE SELECTION, ASSIGNMENT AND APPOINTMENT OF PRINCIPALS AND ASSISTANT PRINCIPALS Page: 9 of 11
Issued: 2/1/08

2. Parents may not serve on a committee if they are the subject of an investigation by the Office of Special Investigations, the Special Commissioner of Investigation, or any law enforcement or other agency.
3. Parents may not serve on a committee in any school in which they are employed. Parents who are employed in other schools are eligible to serve on screening committees unless the parent's immediate supervisor is a candidate for the position.

J. 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.

K. School Support Organizations

A designee from the School Support Organization may participate in Level I interviews as set forth in Section IX.

X. 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 Talent Officer. The process used to place a supervisor in an interim acting assignment is not to be used to substitute 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. Parent associations should be notified concerning the person assigned on an interim acting basis.

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

XI. 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. 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. Résumés must be maintained in a secure location to ensure confidentiality.
- F. The committee must decide on specific subject areas to be covered during interviews and each candidate must be allowed the opportunity to speak to each subject area. It is suggested that 4 or 5 questions be the maximum number asked. Follow-up questions may be asked but they must relate to the responses given and not be leading questions which give hints about the appropriate answer to the question. The same amount of time must be



Regulation of the Chancellor

Category: PEDAGOGICAL PERSONNEL

Number: C-30

Subject: REGULATION GOVERNING THE SELECTION, ASSIGNMENT AND APPOINTMENT OF PRINCIPALS AND ASSISTANT PRINCIPALS

Page: 10 of 11

Issued: 2/1/08

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, the Talent Office, or ISC Human Resources.
- L. The Talent Office shall provide technical assistance and interpretation on the implementation of this regulation. In its discretion, the Talent Office may assign a non-voting observer to the committee to ensure that the selection process comports with the regulation and is fair and equitable.
- M. The Chancellor reserves the right to waive this regulation or any portion(s) thereof if he determines it to be in the best interests of the school system. Requests for waivers from the Chancellor shall be directed to the Chief Talent Officer, 65 Court St., Room 405, Brooklyn, NY 11201.

XII. TIME LIMIT FOR COMPLETION OF SELECTION PROCESS

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

XIII. APPOINTMENT AND ASSIGNMENT

The Talent Office 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 (OSI) for clearance.

XIV. 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 fifteen (15) days of the date of the alleged violation or within fifteen (15) days of the date that the complainant became aware of the violation.

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



Regulation of the Chancellor

Category: PEDAGOGICAL PERSONNEL

Number: C-30

Subject: REGULATION GOVERNING THE SELECTION, ASSIGNMENT AND APPOINTMENT OF PRINCIPALS
AND ASSISTANT PRINCIPALS

Page: 11 of 11

Issued: 2/1/08

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 twenty (20) days of the completion of the investigation.

XV. 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. 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, 25 Broadway - 8th Floor, New York, NY 10004.
- C. Any member of a Community Education Council, the Citywide Council on Special Education, or the Citywide Council on High Schools 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.

XVI. INQUIRIES

Inquiries pertaining to this regulation should be addressed to:

Telephone:
718 – 935-5226

*Chief Talent Officer
N.Y.C. Department of Education
65 Court Street – Room 405
Brooklyn, NY 11201*

Fax:
718- 935-5214

PROPER INTERVIEWING TECHNIQUES

Age

- **Do not** ask the candidate's age or birth date.
- **Do not** ask the candidate to produce documents that contain his/her age (e.g., birth certificate, passport, driver's license).

Birth Control

- **Do not** ask the candidate about his/her capacity to reproduce, or advocate any form of birth control or family planning.
- **Do not** ask the candidate whether s/he is planning to have children soon.

Citizenship

- **Do not** ask the candidate of what country s/he is a citizen.
- **Do not** ask the candidate when s/he acquired citizenship in this country.
- **Do not** ask the candidate to produce naturalization papers.
- **You may** ask whether the candidate is a United States citizen or whether s/he has the legal right to remain in the United States.

Classes of Individuals

- **Do not** ask about actual or perceived age, race, religion, creed, color, national origin, alienage, citizenship status, disability, sex, sexual orientation, or marital status.
- **Do not** ask about the candidate's relationship with an individual in any of the above classes.

Criminal Record

- **Do not** ask whether the candidate has been arrested.
- While it is legally permissible to ask whether a candidate has been convicted of a crime, or about an arrest that is pending, **do not** ask these questions during the interviews, as they are covered in the fingerprint/background check process.

Disability

- **Do not** ask the candidate if s/he is disabled.
- **Do not** ask the candidate if s/he has been treated for certain diseases, either physical or mental.
- **Do not** ask the candidate whether s/he has had a drug or alcohol problem.

Driver's License

- **Do not** ask the candidate to produce a driver's license.

Education

- **You may** ask the candidate about his/her education (including whether s/he graduated) and which schools s/he attended.
- **Do not** ask dates of attendance or date of graduation.

Foreign Language

- **Do not** ask the candidate what his/her native language is or how s/he acquired the ability to read, write or speak a language other than English.
- **You may** ask the candidate what languages s/he speaks and writes, if it is relevant to the position.

Marital Status

- **Do not** ask the candidate whether s/he is married, single, divorced, or separated.
- **Do not** ask a female candidate whether she would prefer to be called Ms., Mrs., or Miss.

Miscellaneous

- **Do not** ask for information regarding the candidate's spouse.

Military Experience

- **Do not** ask the candidate about his/her experience other than in the Armed Forces of the United States or in a State Militia.
- **You may** ask the candidate about his/her military experience in the Armed Forces of the United States or in a State Militia.
- **You may** ask whether the candidate received a dishonorable discharge, but you must indicate that a dishonorable discharge is not an absolute bar to employment.

Name

- **Do not** ask the maiden name of a married woman or of a woman who may be married.
- **Do not** ask the original name of someone whose name has been changed by court order or otherwise.
- **You may** ask whether additional information regarding a candidate's name is required to enable a check on the candidate's work record.
- **You may** ask whether the candidate has worked for the New York City Department of Education under a different name.

National Origin

- **Do not** ask about the candidate's ancestry, lineage, national origin, descent, parentage, or nationality.
- **Do not** ask the candidate about his/her birthplace, or the birthplace of his/her relatives.

Notice in Case of Emergency

- **Do not** ask the candidate for a contact in case of an emergency.

Organizations

- **Do not** ask the candidate to list all clubs and organizations of which s/he is a member.
- **You may** ask whether the candidate is a member of any organization that is relevant to the position.

Photograph

- **Do not** ask the candidate to submit a photograph in order to be considered for the position.

Race/Color

- **Do not** ask any questions about the candidate's race or color.

Relatives

- **Do not** ask the candidate for names, addresses or ages of relatives not employed by the New York City Department of Education.
- **You may** ask the candidate for names of relatives who are employed by the New York City Department of Education.

Religion

- **Do not** inquire into the candidate's religious denomination or affiliations, parish, church, synagogue or religious holidays observed.
- **Do not** ask the candidate to forego any religious practice (including any aspect of the candidate's appearance) as a condition for employment with the New York City Department of Education.

Sex

- **Do not** ask the candidate's sex.

Work Experience

- **You may** ask the candidate about his/her work experience.

**NEW YORK CITY DEPARTMENT OF EDUCATION
ISC HUMAN RESOURCES**

AGREEMENT OF CONFIDENTIALITY/CERTIFICATION FORM

Position Title

School

District

Agreement of Confidentiality: I understand that all matters regarding the selection procedure are of a highly confidential nature. By agreeing to serve as a committee member, I accept full responsibility for maintaining complete confidentiality and will not reveal any information concerning applicants to any person either during or after the selection process. Any breach of this agreement will disqualify me from membership on this committee and may disqualify me from participating on future committees.

Certification Statement: In accordance with C-30, no one may serve on a Level I Committee if s/he is a close relative or member of the household of an applicant.

Are you a close relative* or member of the household of any applicant referred for evaluation to the Level I Committee for this position? Yes ____ No ____

Note: If you answered YES, you will be disqualified from serving on this selection committee.

ATTESTATION:

1. I have reviewed the list of applicants referred for evaluation to the Level I Committee.
2. I understand that should any circumstances change regarding my relation to a candidate, I will immediately notify the Chairperson of the Level I Committee and withdraw from the selection process.
3. To the best of my knowledge, there is no impediment to my serving on the Level I Committee in a fair and unbiased manner.
4. I affirm that to the best of my knowledge, I am not the subject of an investigation by the Office of Special Investigations, Office of the Special Commissioner of Investigation for the City of New York City School District, or any law enforcement or other agency.
5. I affirm that I have been rated satisfactorily for the prior three years and am not the subject of any disciplinary proceeding. (For employees only)
6. I hereby certify that my statements contained herein are to the best of my knowledge and belief, true and correct.

WARNING: A person knowingly making false statements will be disqualified from serving on this Level I Committee and may be disqualified from serving on future committees.

Signature of Committee Member

Date

(Check Affiliation) CSA ____ UFT ____ Parent ____ DC 37 ____ HS Student ____

*Close relative shall mean a parent, spouse, child, brother, sister, aunt, uncle, niece, nephew, grandparent, grandchild, or the spouse or child of any of them or a person bearing the same relationship to the employee's spouse.