SBA Information Notice

TO:	SBA District Directors, District Office SBDC Program Project Officers, SBDCs and ASBDC	**CONTROL NO.:**	6000-0803
SUBJECT:	Selection Process for Small Business Development Center State/Regional Director	**EFFECTIVE:**	6/1/2012

The Office of Small Business Development Centers (OSBDC) is issuing this informational notice as a reminder to all concerned parties of the process involved when hiring a new State/Region Small Business Development Center director for a Lead Center.

The following steps, per SBDC regulations and SBDC Program Announcement, are to be followed by the Host when hiring a new SBDC director:

Notify the District Director (DD), the Regional Administrator (RA) and the Associate Administrator of the Office of Small Business Development Centers (AA/OSBDC), in writing within 10 business days of being informed of the incumbent's intent to leave the State Director/Region Director position or in the event the Host has intent to remove the incumbent State Director.

Appoint an Interim State/Region Director to serve for 120 days or until the vacancy is filled. (**NOTE:** An Interim State Director must allocate at least 50% of their time and effort to the SBDC program until a permanent State/Region Director is in position.)

Submit a recruitment and selection plan to the DD and the OSBDC Program Manager for approval. The plan must outline a comprehensive (preferably nationwide) search and include -

- An estimate of time required for making a selection (recommended not more than 120 days) -- if the search is to take more than 120 days, the Host must have the prior approval of the AA/OSBDC.

- The steps needed to obtain an adequate and qualified pool of candidates for the position

- The sources to be used for the recruitment, for example, Association of Small Business Development Centers, Professional Organizations, or other sources. **(NOTE:** No SBA employee, including DDs may influence the hiring process before a selection is made, including making recommendations for the vacant position or participating in the interview process)

Upon the selection of a candidate, the Host must submit the selectee's credentials to the SBA DD for evaluation.

If there is no objection then the selection of the candidate goes forward.

SBA Form 1353.2 (12-93) MS Word Edition; previous editions obsolete
Must be accompanied by SBA Form 58

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If the DD objects to the selection, a written copy of the objection must be submitted to the Host Organization, the RA and the AA/OSBDC explaining the reason for the objection.

The AA/OSBDC will review the objection(s) and make the final determination regarding the recommended candidate.

If the AA/OSBDC concurs with selection then the candidate is offered the position.

If the AA/OSBDC concurs with DD then Host must either select one of the remaining qualified candidates, or begin a new recruitment process.

B. Ann Bradbury
(A) AA/OSBDC

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