

NORTHWEST VISTA COLLEGE
PROCEDURE

Procedure Number:	PHR 001
Procedure Title:	Administrator and Staff Hiring

1. PURPOSE

- 1.1 This procedure defines the process followed at NVC for hiring administrators and full-time and part-time staff. A search committee considers the needs of the students, the department, and the college throughout the hiring process, including applicant reviews, candidate interviews, and hiring recommendations.

2. DEFINITIONS

- 2.1 Hiring manager: individual responsible for assembling the search team and oversight of the hiring process.
- 2.2 Search team chair: individual selected by the hiring manager to serve as a non-voting search team member and guide the search team processes.
- 2.3 Search team: team of individuals engaged in the hiring process under the direction of the search team chair and/or hiring manager.

3. HIRING MANAGER RESPONSIBILITIES

- 3.1 Assemble the search team engaged in application reviews, candidate interviews, and hiring recommendations. The hiring manager appoints a search team chair to serve as a non-voting search team member and guide the search team processes.
- 3.2 Comply with applicable Alamo Community College District (ACCD) policy and procedure, NVC procedure, laws and regulations.
- 3.3 Recommend individual for hire following evaluation of search team feedback, candidate references, and hiring manager interview.

4. SEARCH TEAM CHAIR RESPONSIBILITIES

- 4.1 Comply with applicable Alamo Community College District (ACCD) policy and procedure, NVC procedure, laws and regulations.
- 4.2 Serve as non-voting member of the search team. Search team chair may review candidate applications and provide procedural recommendations to the search team.
- 4.3 Guide the development of evaluation rubric and interview questions.

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- 4.4 Manage search team procedures, including and not limited to managing applicant selection tools in the online hiring system, scheduling meetings, serving as point of contact for applicants and search team members, and compiling search documentation.
- 4.5 Ensure search team adheres to applicable policies and procedures throughout the search process.
- 4.6 Provides search team recommendation(s) to the hiring manager, if the hiring manager is not serving as the search team chair.
- 4.7 Ensures required documentation is submitted to Human Resources at the search conclusion.

5. SEARCH TEAM RESPONSIBILITIES

- 5.1 Comply with applicable Alamo Community College District (ACCD) policy and procedure, NVC procedure, laws and regulations.
- 5.2 Develop evaluation rubric and interview questions.
- 5.3 Review application packets utilizing the evaluation rubric, compare and discuss applicant evaluations, and select interview candidates based on search team consensus.
- 5.6 Develop interview questions. Interview questions are consistent for all candidates interviewed.
 - 5.6.1 Develop additional interview requirements, as appropriate for position.
- 5.7 Review candidate interviews, compare and discuss applicant interviews, and select candidates to recommend for subsequent interviews/hire to the hiring manager.

Contact for Interpretation: *Vice President for College Services*

Relevant Board Policy:	D.2.2 Hiring Practices (Policy) D.2.2.1 Hiring Practices (Procedure)
Relevant SACSCOC Documents:	Principle of Accreditation Standard 5.4 <i>Qualified administrative/academic officers</i>
Originating Unit:	College Services
Maintenance Unit:	College Services
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